

**CITY COUNCIL
WORKSHOP MEETING MINUTES
JANUARY 27, 2015**

Present were Mayor Charles D. Jessup, IV, Mayor Pro Tempore Terry J. Henley, and Aldermen Steven H. Bezner, John F. Isbell, Kelle K. Mills, and Rick J. Staigle. Also present was City Secretary Janice M. Moore, Accountant Anna-Maria Weston, EDC Director Bob Graf, and City Attorney Randle Grady.

1. Call to Order:

Mayor Jessup called the workshop to order at 6:00 p.m.

2. Discussion:

a. Audit Recap

Accountant Anna-Maria Weston presented a PowerPoint overview of the final changes of the 2014 Audit. She answered questions posed by the Council.

b. EDC Potential Opportunity

Director Bob Graf explained a consulting firm representing a client corresponded with EDC regarding putting their business in Meadows Place, generating 100 million in sales with 2% going to the City with the City regenerating 1.5 million back to them. He noted it was called a Chapter 3A Agreement and its business type/name has not been revealed to Director Graf as of this time. He read a sample agreement, which outlined the numbers. City Attorney Grady noted he thoroughly reviewed the agreement and further noted the only downside was if the legislature changed not to allow it. Feedback from the Council was to move forward with the opportunity.

g. SWWC Services, Inc. December 5, 2014 Letter

City Attorney Randle noted a review of invoices was completed by Assistant City Attorney Tim Kirwin and Accounting Specialist Laura Shirley. He further noted there were some conflicts with billing dates of service on SWWC's part. City Attorney Randle explained the litigation process and answered questions posed by the Council. He provided the following options: 1) Pay the \$70,000. 2) Let them sue. 3) Counteroffer. City Attorney Randle noted that the City of Fulshear paid more on their claim with SWWC than they anticipated. He will review the agreement, which transferred services to Severn Trent.

c. Emergency Medical Services for Meadows Place

Mayor Jessup provided brief background information regarding this item and noted all parties he had met with within the past few months. He noted he would make a stand for an ambulance to be housed in the City.

d. Substandard Ordinance & Committee

Mayor Jessup was meeting with Attorney Grady tomorrow regarding this item.

e. West Airport Blvd Reconstruction Project (Effect on Businesses)

Mayor Jessup reported more than two (2) months behind – September, October for completion. He also reported Radio Shack was closing its business.

f. Proposed Dates for Preliminary Kirkwood Road Reconstruction Meeting

Mayor Jessup estimated a three (3) hour meeting with Chris Hill, Imagination Monkey, regarding the roll out process. Looking at the week of February 16th.

3. Upcoming Council Agenda Items

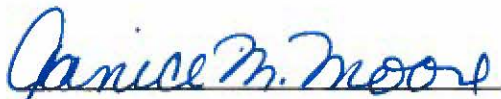
Mayor Jessup provided an overview of the upcoming items being presented on the regular meeting agenda.


4. Adjournment

Alderman Bezner moved to **adjourn** the meeting at 7:35 p.m. Alderman Mills seconded the motion, which passed unanimously.

**These minutes were approved by the
City Council on Tuesday, February 24, 2015.**

ATTEST:


Janice M. Moore, City Secretary


Charles D. Jessup, IV, Mayor

{SEAL}

**CITY COUNCIL REGULAR MEETING
MINUTES
JANUARY 27, 2015**

Present were Mayor Charles D. Jessup, IV, Mayor Pro Tempore Terry J. Henley, and Aldermen Steven H. Bezner, John F. Isbell, Kelle K. Mills, and Rick J. Staigle. Also present was City Secretary Janice M. Moore, Parks & Recreation Director Monya Keenen, Captain Jack Ashton and Police Chief Gary Stewart.

1. Call to Order:

Mayor Jessup called the meeting to order at 7:40 p.m. The Pledge of Allegiance was led by Chuck McClerkeon, and the Invocation was led by Chief Gary Stewart.

2. Presentations

a. Brookside Equipment Proclamation

Mayor Jessup presented the proclamation to Greg Galespy, manager.

b. Employee Recognition for Years of Service – Mayor Jessup

5 Years

- Madonna Bolmanski, Dispatcher/Records/Office Manager
- Dan Denny, Parks & Recreation
- Imelda Rodriguez, Police Officer

10 Years

- Kelly Davis, Police Officer
- Lawrence Eissler, Sergeant

15 Years

- Gerald Brownlee, Sergeant

20 Years

- Jack Ashton, Captain
- Gary Stewart, Chief of Police

c. Introduction of the New Administrative Clerk Oralia Naccarino

d. Recognizing City Secretary Janice M. Moore for Achieving the Texas Municipal Clerk Certification Designation

3. Reports:

a. Police Department

Police Chief Stewart provided an overview of the monthly statistics and activities report, which was distributed to the Council and filed with City records. He answered questions posed by the Council. Mayor Pro Tem Henley suggested having a bicycle safety workshop.

b. Parks & Recreation

Director Monya Keenen reported the following:

- Thank you to Monica for putting together this nice slide show.
- Friday, December 12th, we hosted the 25th annual Christmas Memories which took place to a record crowd.
- As the January newsletter article points out, for 25 consecutive years the Parks and Recreation Department has provided our citizens with many Christmas Memories. I am very proud to have been involved with the planning of this event for the entire 25 years. I do believe this one was the best ever!
- The highlight of the evening is always the arrival of Santa, and as a special 25th Anniversary present, Texas Director Auto sponsored the Ice Carving Show by DLG Ice Factory. Santa & Miz. Claus was escorted in by Mayor Jessup on a seasonally decorated John Deere Gator, provided by Brookside Equipment.
- Returning this year, The Emotions entertained everyone with a variety of live music and Meadows Elementary School Choir, under the direction of Terri Court, kicked off this event by performing traditional Christmas carols. Additional activities included hayrides, petting farm, snow hills for sledding, inflatable Fire truck, Wrecking ball activity and the fire pit area.
- Thank you Mayor and Council for your support of the great event. Thank you Chief Stewart and the entire Police Department. They not only help us with the security during the event, but they provide the Parks and Recreation Department with extra security the entire week of set up.
- Thank you for City Hall Adm. For picking up the extra for the Parks and Recreation Department while we are out of the office that week. Thank you Patty and Beverly for helping us with the shirt sales at the event.
- Thank you to the Public Works and Code Enforcement dept. for their help with set up and cleans up.
- We also recruited former Lifeguard staff to help us during the event evening with the Snow Hills/Hay Rides and Clean up.
- Thank you to our surprise visitor, Swatson, Sugar Land Skeeters' Mascot.
- Thank you, HDR for sponsoring the snow hills, Texas Direct Auto for sponsoring the Ice Carving Show and Brookside Equipment for the use of the trailers, Gators and Tractor they supplied.
- Thanks to all the community groups, Girl Scouts Troop 19073 bake sale items, Cub Scout Pack 301 fire pits and s'more kits, Meadows Marlin Swim Team and Meadows Place P.O.N.Y. Baseball for offering up some most delicious treats during the evening.

- 3rd year for Music Memories - At the Lake in the cul-de-sac on Brighton Lane, The Revolving Doors will be performing on Friday, April 24th 7:00p-9:30pm. Meadows Place P.O.N.Y. Baseball will be offering yummy treats and drinks for the evening. Hope you can join us.
- Lifeguard News: We have recruited Kristina Hickie back on our Parks and Recreation team. This past weekend she completed a 30 hour intense course, with the International Lifeguard Instructor Program. She is now officially licensed lifeguard instructor. She will be in charge of interviewing all applicants and she will have staffed trained in time to schedule them to work the Swim Team practices by the first week in May. We are accepting applications through March 27th. Check out the city website for physical requirements and training dates.
- More Employee Certification News: Dan Denny as the Mayor commented on earlier, has received a 5 year (Certified Pool Operator Certification) this will help him expand his job duties for us at the pool. Congratulations Dan.
- Mobil Animal Clinic: Schedule @ the Community Center parking lot, Saturday, May 2nd 10:30 am - 12:30 pm.
- Park Grounds and Maintenance Projects
 - Hope you agree that the rye grass planted sure has helped our parks stand out this winter.
 - Hopefully our wildflowers this spring will have a good year too.
 - Dan is currently working on re-building park benches at McDonald Park. You may have noticed that we have changed out all our trash barrels throughout all our parks, now they are all the same look and are easy to maintain. We have worked on this for 3 budget cycles.
 - The gravel parking lot had its much needed facelift back in October.
 - McDonald Park wrought iron fence is going to have a paint job on it soon and I am hopeful to add some other wrought iron fence areas, such as the bridge by community center, gravel parking lot entrance and west airport decorative fence as the Parks budget will allow.
 - As weather will allow, Dan will be doing some tree trimming and power washing throughout the park grounds and Lake Bridge. His job duties consist of AC repairs at all our City facilities, maintaining the entire park grounds, lake, granite trails, all trash removal on our park grounds, some ant control, and park irrigation repairs. He will attempt to fix an issue before we call outside vendors.
- Community Center /Pool: The Parks and Recreation continue to oversee the building/ pool operations and maintenance needs. The community center is a very popular building to rent. Stays busy most of the year round.
- Local groups: We continue to work with the local groups, such as Meadows Place P.O.N.Y. Baseball, Meadows Marlin Swim Team on usage of our community center for their registrations, reserving the fields and pool times for practices and game days and swim meets. We also make sure each groups' insurance is current listing the City of Meadows Place as the certificate holder.
- Summer activities and Special events are in the planning phase. Dates are set for: 25th annual Splash Night scheduled, Friday, June 5th & 25th July 4th Parade, is Saturday, July 4th @ 10am. . I will present an update when I report again in April.

Alderman Isbell recognized staff for their hard work.

c. Fire Department Response Statistics – December 2014

Mayor Jessup provided an overview of the report for December, which was filed in City records.

4. Mayor's Comments:

a. Emergency Medical Services for Meadows Place

Mayor Jessup reported a year ago regarding changes to Fort Bend County EMS. Over the past several months in discussion of a vehicle and to house a crew in the City of Meadows Place. Has had many conversations with respective people involved in the process. EDC to support the building of a building.

b. Status of New Public Works Director

Mayor Jessup introduced Danny Segundo as the new public works director to start employment on Feb. 2nd.

c. New City Hall Lobby Furniture

An anonymous donor gave the City \$2,000 for the new city hall lobby furniture.

5. Council Member Comments:

a. EDC Report – President Terry Henley

President Terry Henley spoke briefly regarding the following topics:

- Substandard Housing Ordinance & Committee– ordinance to possible come before Council at next meeting.
- Houston back trails connected to Meadows Place
- Who we are and how we are identified compared to others in the area: schools, safety, lake, park – message has to be developed through a flyer and get message to realtors – change the branding of the City
- Community Newsletter – clean up and stimulate more people to read it.
- Social Media needed. What's Happening in Meadows Place – not the official Facebook page. Be careful of the comments posted on that site. In process of developing a MP page.
- Gatewaytofortbendcounty.com – gateway to Houston

b. HGAC - Mayor Pro Tempore Henley

President Terry Henley reported:

- HGAC has agreed to undertake another study at no charge to assist us evaluating different alternatives for Kirkwood Road, construction costs associated, what will work

and not work, in 4-6 weeks. 6-8 months, a lot of workshops being scheduled for Kirkwood Road Reconstruction Project

6. New Business:

- a. Acceptance of the 4th Quarterly Investment Report 2014

Motion: Alderman Isbell moved to accept the investment report. Alderman Mills seconded the motion, which passed unanimously.

- b. Approval of a Six (6) Month Contract Extension with Severn Trent

Motion: Alderman Henley moved to **approve** extension with Severn Trent. Alderman Staigle seconded the motion, which passed unanimously.

- c. Meadows Place Website Update

Alderman Staigle moved to **table** this item under next month. Alderman Isbell seconded the motion, which passed unanimously.

- d. Receive Recommendations from the Planning & Zoning Commission Regarding Electronic Signage in the Highway 59 Corridor

Chair Heidi Case reported the following recommendation from the 1-13-15 P & Z Meeting regarding Sign Ordinances Related to Hwy 59 Frontage Road:

- a. Keep the exclusion to the Highway 59 corridor.
- b. Meadows Place to be identified on the sign's façade.
- c. City to be allowed usage of the electronic sign 10% (6 minutes) per hour to advertise Meadows Place.
- d. Planning and Zoning to approve the design of the sign and placement on property.
- e. Limit the maximum number of changes to once every ten (10) seconds on digital signs.

Alderman Staigle moved to **accept** recommendations as presented. Alderman Isbell seconded the motion, which passed unanimously.

7. Ordinances:

- a. **Ordinance 2015-01:**

AN ORDINANCE OF THE CITY OF MEADOWS PLACE, TEXAS, AMENDING SECTION 153.016 OF THE CODE OF MEADOWS PLACE TO DEFINE THE TERM "ELECTRONIC SIGN" AND TO MAKE CONFORMING CHANGES; AMENDING SECTION 153.196 TO GENERALLY PROHIBIT THE USE OF ELECTRONIC SIGNS AND TO MAKE CONFORMING CHANGES; AMENDING SECTION 153.198 TO SPECIFICALLY PERMIT THE LIMITED USE OF ELECTRONIC SIGNS FOR CERTAIN PROPERTY FRONTING U.S. HIGHWAY 59 AND TO MAKE CONFORMING CHANGES; PROVIDING FOR A

PENALTY; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL AND PROVIDING FOR AN EFFECTIVE DATE.

Mayor Jessup read the title.

Motion: Alderman moved to **adopt** Ordinance 2015-01 with amendments: Section 6 (3) 125 square feet, (p.4) 425 square feet and (7)(a) than the Texas Department of Transportation Standards. Alderman Bezner seconded the motion, which passed unanimously.

b. Ordinance 2015-02:

AN ORDINANCE AMENDING ORDINANCE 2014-14 ADOPTING THE FISCAL 2014-2015 ECONOMIC DEVELOPMENT CORPORATION BUDGET FOR THE CITY OF MEADOWS PLACE, TEXAS, AND APPROPRIATING THE SEVERAL SUMS SET UP THEREIN TO THE OBJECTS AND PURPOSES THEREIN NAMED.

Mayor Jessup read the title.

Motion: Alderman Henley moved to **table**. Alderman Bezner seconded the motion, which passed unanimously.

c. Ordinance 2015-03:

AN ORDINANCE APPOINTING ONE (1) DIRECTOR OF THE 4B MEADOWS PLACE ECONOMIC DEVELOPMENT CORPORATION FOR A TERM COMMENCING IMMEDIATELY UPON PASSAGE OF THIS ORDINANCE, AND ENDING ON THE 27TH DAY OF JANUARY, 2017.

Mayor Jessup read the title.

Motion: Alderman Staigle moved to **adopt** Ordinance 2015-03. Alderman Mills seconded the motion, which passed unanimously.

8. Resolutions:

a. Resolution 2015-01:

A RESOLUTION AUTHORIZING THE MAYOR AND THE CITY SECRETARY OF THE CITY OF MEADOWS PLACE, TEXAS, TO EXECUTE AN AGREEMENT WITH F.S. INSPECTIONS, L.L.C. (FSI) FOR HEALTH INSPECTIONS SERVICES AND PERMIT SUPPORT.

Mayor Jessup read the title.

Motion: Alderman Bezner moved to **approve** Resolution 2015-01. Alderman Isbell seconded the motion, which passed unanimously

9. Consent Agenda:

a. Minutes:

December 16, 2014 – Workshop
December 16, 2014 – Regular

b. Presentation of Invoices:

Crimestar	\$ 52,200.00
Randle Law Office LTD, L.L.P.	\$ 17,398.40
Severn Trent Services	\$135,944.07

Motion: Alderman Bezner moved to **approve** the Consent Agenda as presented. Alderman Henley seconded the motion, which passed unanimously.

10. Audience Comments:

Nadya Shelton expressed she was pleased with the City moving forward with substandard housing committee. She inquired about West Airport Blvd. Alderman Staigle reported the completion of October 2015 due to rain delay, contractor lack of personnel, and the portion by Kelly's needing to meet ADA requirements.

Mark McGrath inquired about the preliminary meeting in the workshop. Mayor Jessup noted the meeting included Christopher Hill, Imagination Monkey regarding the rollout process for Kirkwood Road.

Chuck McClerkon recommended the requirement of every sprinkler system to include a rain sensor. He inquired about the remodel on the Texas Direct Auto building. Mayor Jessup noted a being date to meet next week regarding the sign.

Bo Abdula introduced himself as a new resident and expressed interest in being involved.


11. Adjournment:

Alderman Staigle moved to **adjourn** the meeting at 9:13 p.m. Alderman Henley seconded the motion, which carried unanimously.

**These minutes were approved by the
City Council on Tuesday, February 24, 2015.**

ATTEST:


Janice M. Moore, City Secretary


Charles D. Jessup, IV, Mayor

{SEAL}

**CITY COUNCIL
SPECIAL MEETING MINUTES
FEBRUARY 17, 2015**

Present were Mayor Charles D. Jessup, IV, Mayor Pro Tempore Terry J. Henley, and Aldermen Steven H. Bezner, John F. Isbell, Kelle K. Mills, and Rick J. Staigle. Also present was City Secretary Janice M. Moore and Chris Hill of Imagination Monkey.

1. Call to Order

Mayor Jessup called the special meeting to order at 6:10 p.m.

2. Initial Discussion on Kirkwood Project Rollout

Chris Hill of Imagination Monkey touched on the following:

- MythBusters episode on roundabouts vs. stop signs.
- Be prepared to have an answer to all objections.
- Strategy – rational, calm, and measured.
- Be improvement focused.
- Create a positive name for the project.
- Most important: Listen to people's concerns.
- 3rd Party Validators.
- No show of favoritism or bias.
- Educational presentation to the Public without input.
- Organize all documents open to the Public.
- Vet all options and be open laying out the pros and cons:
 - a. Roundabouts
 - b. Lights
 - c. Road Humps
 - d. Do Nothing

He recommended the City build on Alderman Isbell's list, look at studies, analyze issues, and present the options.

Mayor Pro Tempore Henley arrived at 6:20 p.m. Alderman Mills arrived at 6:55 p.m.

Mayor Pro Tempore Henley read an excerpt from the Texas Transportation Institute noting stop signs were not warranted.

Alderman Staigle recommended the following be communicated to the Public:

- The City's goal was to resurface Kirkwood Road.
- By doing so, the City would meet current codes.
- The City would be receiving 1.5 million dollars from the County.

He added that the City needed to utilize the funds or would lose it. Mayor Jessup spoke about getting the project in motion in October following the completion of the West Airport Road renovations.

Alderman Staigle noted a topographic survey being needed and spoke about starting the RFP process. Mayor Jessup suggested the rollout be at the end of March when a surveyor was secured.

Mr. Hill inquired if the Council wanted to use the study from two (2) years ago. The consensus was positive; however, Mayor Pro Tempore Henley noted HGAC agreed to complete another study with an independent engineer soon.

Alderman Bezner emphasized the following points:

- A. Messaging: Four (4) Options ▪ Pros/Cons
- B. Decision Making Process: What/Who/When ▪ 3rd Party Validators/Focus Groups
- C. Rollout: How
- D. When and Who Make Decision on the Four (4) Options and How is it Communicated

3. Set Date for Imagination Monkey Marketing Campaign Presentation to Council

By consensus, the Council agreed to have Chris Hill present at the March 24th Council Workshop at 5:30 p.m. for one (1) hour.

4. Executive Session:

Mayor Jessup then opened the executive session at this time. The following items were discussed:

- a. Per Section 551.074 of the Texas Open Meetings Act, Government Code, to Discuss Requests by Parks Director Monya Keenen
- b. Per Section 551.074 of the Texas Open Meetings Act, Government Code, to Discuss Performance Review, Evaluation of Duties of City Secretary Janice M. Moore
- c. Receipt and Discussion of Recommendation of Committee Regarding Interdepartmental Communications – Including but not Limited to Communications Protocol between Police, Parks, City Secretary and Public Works Director and Define the Role of the City Secretary

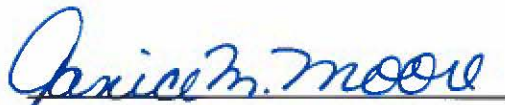
No action was taken. Mayor Jessup closed the execution session at 10:33 p.m.


5. Adjournment

Alderman Isbell moved to **adjourn** the meeting at 10:35 p.m. Alderman Mills seconded the motion, which passed unanimously.

**These minutes were approved by the
City Council on Tuesday, May 26, 2015.**

ATTEST:


Janice M. Moore, City Secretary


Charles D. Jessup, IV, Mayor

{SEAL}

**CITY COUNCIL
WORKSHOP MEETING MINUTES
FEBRUARY 24, 2015**

Present were Mayor Charles D. Jessup, IV, Mayor Pro Tempore Terry J. Henley, and Aldermen Steven H. Bezner, John F. Isbell, Kelle K. Mills, and Rick J. Staigle. Also present was City Secretary Janice M. Moore, Accountant Anna-Maria Weston, and Accounting Specialist Laura Shirley.

1. Call to Order:

Mayor Jessup called the workshop to order at 6:00 p.m.

2. Discussion:

a. Texas Municipal Retirement System (TMRS) Presentation

TMRS Representatives Leslee Hardy & Anthony Mills provided an extension overview of the City's plan. They provided background information and advice relating to the unfunded liability, and answered questions from the Council and City Secretary.

b. Possible EDC Board Member Nepotism Requirement

Discussion took place concerning a nepotism issue on EDC. Aldermen Isbell and Staigle both recommended appointing members individually not as a group. There were no objections. City Secretary Moore spoke about the inconsistent appointment process.

c. Possible Adjustment in the Municipal Election Cycle to Have Three (3) Council Positions Expire Each Year Instead of Four (4) and Two (2)

Alderman Isbell expressed concern for the current format for the election process. Council spoke of various options. Discussion concluded for Alderman Isbell and Mayor Jessup to research.

Alderman Mills arrived at 6:53 p.m.

d. West Airport Boulevard Reconstruction Project

Alderman John Isbell questioned the expense of the silt. Alderman Staigle reported debate regarding the tree protection.

e. SWWC Services, Inc. December 5, 2014 Letter Update

Mayor Jessup reported no response from SWWC legal representatives. He confirmed SWWC was still responsible for invoicing prior to Severn Trent taking over.

f. Emergency Medical Services for Meadows Place Update

Mayor Jessup noted confidence that Fort Bend County was going to work out an agreement with the City. If not, the other option would be to contract with the City of Stafford, which would be around \$20,000-\$25,000 in addition to the current contract.

3. Upcoming Council Agenda Items

Mayor Jessup provided an overview of the upcoming items being presented on the regular meeting agenda.

4. Adjournment

Alderman Bezner moved to **adjourn** the meeting at 7:24 p.m. Alderman Henley seconded the motion, which passed unanimously.

**These minutes were approved by the
City Council on Tuesday, March 24, 2015.**

ATTEST:


Janice M. Moore, City Secretary


Charles D. Jessup, IV, Mayor

{SEAL}

**CITY COUNCIL REGULAR MEETING
MINUTES
FEBRUARY 24, 2015**

Present were Mayor Charles D. Jessup, IV, Mayor Pro Tempore Terry J. Henley, and Aldermen Steven H. Bezner, John F. Isbell, Kelle K. Mills, and Rick J. Staigle. Also present was City Secretary Janice M. Moore, Code Enforcement Official Jerry Parker, Captain Jack Ashton and Police Chief Gary Stewart.

1. Call to Order:

Mayor Jessup called the meeting to order at 7:34 p.m. The Pledge of Allegiance was led by Jerry Parker, and the Invocation was led by Chaplain Wayne Collins.

2. Presentations: None

3. Reports:

a. Police Department

Police Chief Stewart provided an overview of the monthly statistics and activities report, which was distributed to the Council and filed with City records.

1. Acceptance of the 2014 Annual Racial Profiling Report

Alderman Isbell moved to accept the report. Alderman Staigle seconded the motion, which passed unanimously.

b. Code Enforcement

Official Jerry Parker reported the following:

1. Violations since 11/25/2014: 302
2. Cases opened: 205 (Difference in numbers due to ability of more than 1.4 violations per case.)
3. Current open cases: 18
4. Citations issued: 20; (1- junk vehicle, 1 – car cover, 2 – trailer, 4 – rubbish/trash, 7 – trash cans, 5- Scottsdale address)
5. Current projects are 1; (ongoing) outward appearance of homes: (Siding, paint, fascia, gutters and fences). 2; address numbering (curb, mailbox, house) 3; grass weeds (due to recent warm weather, weeds have taken over)
6. Top reoccurring issues:
 - a. Trash Cans either out after trash day, or stored in public view. 66 – up from 56 last Q

- b. Grass/Weeds: 26 – down from 44 last Q
 - c. Junk vehicles in drive or street: 18 - down from 23 last Q.
7. Unoccupied/Vacant building total fluctuates between 24 – 31 at any given time. This is due to high turnover of rental properties. Avg. vacancy of 7 – 15 days. There are now 11 that have been deemed long term, greater than 90 days, down from 14 due to recent sales and foreclosures.
- a. 8 partial compliance. Blair Meadow (12023), Bloomington (11911), Kenzie Ct. (11711), Brighton (11946 Cavender), Brook Meadow (11634), Hoggard (12303 deceased) Dorrance (11314) Dorrance (11935 deceased)
 - b. 2 no compliance as of yet. Mulholland (12010 J. Cavender), Scottsdale (11306 denial of ownership)
 - c. 1 issued multiple citations – 11510 Scottsdale, with March 18th court date. (Stagnant water in pool, high grass/weeds in backyard, tree stump in front, failure to secure swimming pool and standards for declaring substandard building.)

He answered questions posed by the Council Members. Alderman Bezner requested a copy of the monthly report. Mayor Jessup directed Code Official Parker to distribute the report to all Council Members. Discussion took place regarding the process of issuing citations.

- c. Fire Department Response Statistics – January 2014

Mayor Jessup provided an overview of the report for January, which was filed in City records.

4. Mayors' Comments:

- a. Candidate Applications due Friday, February 27th at 5:00 p.m. - Reminder
- b. Utility Billing NOW Online! – Mayor Jessup announced the City recently implemented online utility billing.
- c. Host for the Fort Bend Mayor and Council Association Dinner – Thursday at the Parks & Recreation Center
- d. Meadows Place Option for Ambulance in City – EDC has agreed to fund a building: contract with Stafford or go with the County.
- e. Resident Lillian's Cox 108th Birthday – Spoke about attending her recent celebration.

5. Council Member Comments: None

6. New Business: None

7. Ordinances:

- a. **Ordinance 2015-02:** (Tabled from 1-27-15)

AN ORDINANCE AMENDING ORDINANCE 2014-14 ADOPTING THE FISCAL 2014-2015 ECONOMIC DEVELOPMENT CORPORATION BUDGET FOR THE CITY OF MEADOWS

PLACE, TEXAS, AND APPROPRIATING THE SEVERAL SUMS SET UP THEREIN TO THE OBJECTS AND PURPOSES THEREIN NAMED.

Mayor Jessup read the title.

Motion: Alderman Henley moved to **adopt** Ordinance 2015-02. Alderman Staigle seconded the motion, which passed unanimously.

b. Ordinance 2015-04:

AN ORDINANCE CALLING AN ELECTION FOR THE CITY OF MEADOWS PLACE, TEXAS, TO BE HELD ON SATURDAY, THE 9TH DAY OF MAY, 2015, FOR THE PURPOSE OF ELECTING CITY OFFICIALS, PROVIDING FOR EARLY VOTING AND PROVIDING FOR NOTICE OF SAID ELECTION.

Mayor Jessup read the title.

Motion: Alderman Isbell moved to **adopt** Ordinance 2015-04. Alderman Bezner seconded the motion, which passed unanimously.

c. Ordinance 2015-05:

AN ORDINANCE OF THE CITY OF MEADOWS PLACE, TEXAS, AMENDING SUBSECTION 150.02(I) OF SECTION 150.02 OF CHAPTER 150 OF THE CODE OF ORDINANCES BY ADDING A NEW SUBSECTION (M) AMENDING THE 2009 INTERNATIONAL FIRE CODE; PROVIDING RULES AND REGULATIONS FOR AUTOMATIC SPRINKLER SYSTEMS; PROVIDING FOR A PENALTY; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL; AND PROVIDING AN EFFECTIVE DATE.

Mayor Jessup read the title.

Motion: Alderman Bezner moved to **adopt** Ordinance 2015-05. Alderman Mills seconded the motion, which passed unanimously

d. Ordinance 2015-06:

ORDINANCE PROVIDING FOR A FEE TO DEFRAY COSTS OF COLLECTING DELINQUENT FINES, FEES, COURT COSTS, AND OTHER DEBTS PURSUANT TO ARTICLE 103.0031 OF THE TEXAS CODE OF CRIMINAL PROCEDURE.

Mayor Jessup read the title.

Motion: Alderman Staigle moved to **adopt** Ordinance 2015-06. Alderman Henley seconded the motion, which passed unanimously

8. Resolutions:

a. Resolution 2015-02:

A RESOLUTION AUTHORIZING THE MAYOR AND THE CITY SECRETARY OF THE CITY OF MEADOWS PLACE, TEXAS, TO EXECUTE AN AGREEMENT WITH PERDUE BRANDON FIELDER COLLINS & MOTT, L.L.P. FOR THE COLLECTION OF FINES, FEES, COURT COSTS AND OTHER DEBTS PURSUANT TO ORDINANCE 2015-06.

Mayor Jessup read the title.

Motion: Alderman Henley moved to **approve** Resolution 2015-02. Alderman Bezner seconded the motion, which passed unanimously.

b. Resolution 2015-03:

A RESOLUTION OF THE CITY COUNCIL OF MEADOWS PLACE, TEXAS, APPOINTING MATTHEW OLTREMARI AS 1st ALTERNATE MEMBER OF THE PLANNING & ZONING COMMISSION.

Mayor Jessup read the title.

Motion: Alderman Isbell moved to **approve** Resolution 2015-03. Alderman Mills seconded the motion, which passed unanimously.

c. Resolution 2015-04:

A RESOLUTION AUTHORIZING THE MAYOR AND THE CITY SECRETARY OF THE CITY OF MEADOWS PLACE, TO ENTER INTO A JOINT ELECTION AGREEMENT AND CONTRACT FOR 2015 ELECTION SERVICES BETWEEN THE CITY OF MEADOWS PLACE AND FORT BEND COUNTY, TEXAS, IN A FORM AS ATTACHED HERETO AND MARKED EXHIBIT "A".

Mayor Jessup read the title.

Motion: Alderman Staigle moved to **approve** Resolution 2015-04. Alderman Isbell seconded the motion, which passed unanimously.

d. Resolution 2015-05:

A RESOLUTION AUTHORIZING THE MAYOR AND THE CITY SECRETARY OF THE CITY OF MEADOWS PLACE, TO ENTER INTO A MUTUAL AID AGREEMENT BETWEEN THE CITY OF MEADOWS PLACE AND GULF COAST STATE PLANNING REGION IN A FORM AS ATTACHED HERETO AND MARKED EXHIBIT "A".

Mayor Jessup read the title.

Motion: Alderman Henley moved to **approve** Resolution 2015-05. Alderman Mills seconded the motion, which passed unanimously.

e. Resolution 2015-06:

A RESOLUTION OF THE CITY OF MEADOWS PLACE, TEXAS, IN OPPOSITION TO A REVENUE CAP AND LEGISLATIVE INTERFERENCE WITH LOCAL SERVICES.

Mayor Jessup read entire resolution.

Motion: Alderman Henley moved to **approve** Resolution 2015-06. Alderman Isbell seconded the motion. Mayor Pro Tempore Henley and Mayor Jessup both answered questions posed by Alderman Bezner. The motion **passed** unanimously.

9. Consent Agenda:

a. Minutes:

January 27, 2015 – Workshop
January 27, 2015 – Regular

b. Presentation of Invoices:

Randle Law Office LTD, L.L.P. \$ 10,938.00

Motion: Alderman Henley moved to **approve** the Consent Agenda with the postponement of the January 27th Regular Minutes. Alderman Staigle seconded the motion, which passed unanimously.

10. Audience Comments:

Taylor Bezner announced a fundraiser for her mission to Honduras in July for one (1) week.

Chuck McClerkon requested a brief explanation about code enforcement regulations on a monthly basis in the newsletter.

Nasia Shelton expressed concerned about blocked sidewalks not allowing residents to walk int the evening.

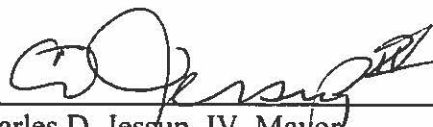
11. Adjournment:

Alderman Bezner moved to **adjourn** the meeting at 8:35 p.m. Alderman Mills seconded the motion, which carried unanimously.

**These minutes were approved by the
City Council on Tuesday, March 24, 2015.**

ATTEST:


Janice M. Moore, City Secretary


Charles D. Jessup, IV, Mayor

{SEAL}

**CITY COUNCIL
WORKSHOP MINUTES
MARCH 24, 2015**

Present were Mayor Charles D. Jessup, IV, Mayor Pro Tempore Terry J. Henley, and Aldermen Steven H. Bezner, John F. Isbell, Kelle K. Mills, and Rick J. Staigle. Also present was City Secretary Janice M. Moore and Chris Hill of Imagination Monkey.

1. Call To Order

Mayor Jessup called the workshop to order at 5:32 p.m.

2. Discussion

a. Roll Out Presentation on Kirkwood Road

Chris Hill, Imagination Monkey, presented a marketing development update. A digital copy was filed with City records. He answered questions posed by the Council Members. Alderman Mills arrived at 5:47 p.m. Alderman Staigle inquired about the HGAC survey. Mayor Pro Tempore Henley reported HDR Engineering was waiting for the bid to return.

b. Revisit Discussion on the Purchase of an Additional Police Vehicle

Mayor Jessup reported \$13,000 set aside for the expenditure. He said the police chief's automobile was showing repairs, and the Tahoes were starting to edge up.

c. Emergency Medical Services Options for Meadows Place

Mayor Jessup reported attending two (2) private meetings with the judge and two (2) other meetings. He was told the County was hiring a new EMS Director who would be making the decision. He added the City of Stafford was reviewing its options.

b. Revisit Discussion on the Purchase of an Additional Police Vehicle

The Council continued to finish this discussion at this time. Alderman Staigle reviewed the City's sales tax and revenues. Mayor Jessup recommended the purchase of a Tahoe as a patrol vehicle \$58,000 with equipment installed. It was agreed the police chief would gather up the cost and present it.

d. Concealed Handgun License Classes for Meadows Place

Mayor Jessup reported that a Captain John Ashton was interested in offering a concealed weapons class for our citizens as a contractor. Alderman Staigle and Mayor Pro Tempore Henley both agreed they would like to see some of those fees coming to the City.

e. Economic Development Corporation

1. Activity Overview

Mayor Jessup provided the following overview of the March 12th EDC meeting:

- EDC was now meeting every other month and was starting to become more productive.
- EDC has agreed to fund up to \$80,000 for an overlay on Dorrance.
- EDC has agreed to fund up to \$250,000 for a new EMS station.
- EDC has deliberated, discovered, secured and are funding the services of Chris Hill and Imagination Monkey.
- EDC now have official shirts and a professional group photo was being taken for its website page.

He also provided the following brief overview of each director's involvement in EDC:

- Bob Graf – increased commercial activity
- Margaret Sandlin – working with realtors for improvement ideas
- Harry Hamilton – creating several videos for the City's website and prosing floorplan ideas.
- Clyde Little – supported Harry's proposal to buy homes and renovate them and instrumental in supporting the two (2) new domains.
- David Lantz – secured the two (2) new domains and working on several EDC website pages.
- Kurt Kopchinski – supported Harry's floorplan proposal and looking into ways to bring new business to Meadows Place.

2. Removal of Board Director Harry Hamilton

Mayor Jessup spoke against any action taken against EDC Director Harry Hamilton and provided the following reasons: it looks bad for the City; this type of action should be discussed and decided well in advance of making a proposal for such action to be taken; Council has the right to ask if we are getting our money's worth from EDC as a whole and from individuals; the right to expect our EDC to be productive; and productivity and expectations of our EDC should be discussed at the upcoming joint meeting.

Alderman Isbell expressed Mr. Hamilton was not good for the City and not functioning well on EDC. He noted the video for the website was not completed after three (3) years and also noted Mr. Hamilton's negativity on EDC.

Alderman Isbell said he had not received any information on EDC meetings and that he asked for it several times in the past. Mayor Jessup noted the meetings were posted on the website, but directed City Secretary Moore to distribute notice to the Council. Alderman Staigle said he heard about Mr. Hamilton not producing and going against either what the City or what the other EDC members want. He requested to hear from Mr. Hamilton about the delay with the video and what he would do moving forward.

EDC Director Harry Hamilton spoke about his involvement with Meadows Place, showed idea renovations and played a video on Meadows Place. Council Members posed questions as he was presenting.

EDC Board Director Terry Henley reported a cohesiveness within EDC. He said it was the best he has seen since its inception. Mayor Jessup urged the Council to postpone action. Board Director Bob Graf spoke about the EDC now meeting more often and expanding ideas for the video.

Alderman Bezner expressed he was not in support of the item and noted he had not heard any reasons or evidence of any misconduct or illegal issues or fiduciary irresponsibility. He recognized the need for more transparency, more visibility and more joint meetings with EDC.

3. Formal Policy Regarding the Appointment Process

Mayor Jessup noted City Secretary Moore drafted the process for the Council to consider. Alderman Bezner noted there was some improvement needed. It was a step in the right direction, but there was more that the Council can do with EDC. Then he said he supported the process.

Mayor Pro Tempore Henley recommended this process apply to all boards and commissions for the City. Mayor Jessup noted the process was for EDC only and could be used as a model for the other boards and commissions. He asked the Council to send any comments or changes to City Secretary Moore. The Council agreed to table this item until the April Council Meeting.

4. Set Date for Joint Council/EDC Meeting

The Council agreed to schedule a Council/EDC Joint meeting on Monday, April 20th at 7:00 p.m. at the TTC.

3. Upcoming Council Agenda Items

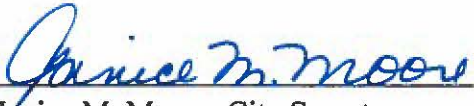
Mayor Jessup provided an overview of the upcoming items being presented on the regular meeting agenda.

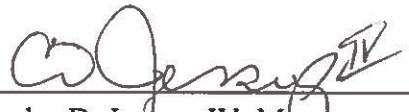
4. Adjournment

Alderman Bezner moved to adjourn the meeting at 7:40 p.m. Alderman Mills seconded the motion, which passed unanimously.

**These minutes were approved by the
City Council on Tuesday, May 26, 2015.**

ATTEST:


Janice M. Moore, City Secretary


Charles D. Jessup, IV, Mayor

{SEAL}

**CITY COUNCIL
REGULAR MEETING MINUTES
MARCH 24, 2015**

Present were Mayor Charles D. Jessup, IV, Mayor Pro Tempore Terry J. Henley, and Aldermen Steven H. Bezner, John F. Isbell, Kelle K. Mills, and Rick J. Staigle. Also present was City Secretary Janice M. Moore, Code Enforcement Official Jerry Parker, Captain Jack Ashton and Police Chief Gary Stewart.

1. Call to Order:

Mayor Jessup called the meeting to order at 7:46 p.m. The Pledge of Allegiance was led by Police Officer Shazad Khan, and the Invocation was led by Chaplain Wayne Collins.

2. Presentations:

- a. Recognized Police Officer Shazad Khan for Saving a Life

3. Reports:

- a. Police Department

Police Chief Stewart provided an overview of the monthly statistics and activities report, which was distributed to the Council and filed with City records. Alderman Isbell recognized Captain Jack Ashton for instructing the recent Neighborhood Watch meeting.

- b. Public Works

Public Works Director Danny Segundo reported the following:

Thank you to the Mayor and Council Members and the Residents of Meadows Place for the warm welcome my wife and I received at the January council meeting. We truly felt like we found a home. I also wanted to thank my fellow department heads along with the staff here at City Hall and the police department for assisting me in finding my way in and around the city. I also want you to know that I am looking forward to working on behalf of yourselves and the rest of the Meadows Place community.

The public works report consists of several items that our department has been working on these past few months;

- I. Our department has submitted a new Notice of Intent to the Texas Commission on Environmental Quality regarding our Storm Water Management Program for phase 2., which became effective in December of 2013. Phase 1 was the initial

program that began in August of 2007 until expiring in August 12, 2012. Once the storm water management program has been reviewing and accepted by the TCEQ we will update the City's website with the revised plan. A few of the goals of the program, which have already been established are:

- Public Education – Anti Littering Brochures
- Reporting Hotline on the city's website "where citizens can call and report illegal dumping into the city's storm drains."
- Construction Site runoff
- Inspect and label storm sewer inlets.

II. Progress on the West Airport Blvd. project has once again been hampered by weather. Since the lane change over in February, only a small portion of concrete has been poured at the intersection of West Airport and Kirkwood near the shopping center. The City has contracted with CenterPoint to remove a street light on West Airport which has been scheduled for this week. I know this project has had its share of ups and downs so I hope to have a more detailed report with a lot more progress in the future.

III. The City will send out letters this month to its commercial customers informing them of the requirement to have their backflow preventers tested and to submit their test forms to the City as required by the TCEQ. The deadline for reporting is May 31, 2015. It's an annual occurrence which some new businesses not may be aware of so if you receive any calls regarding this issue I would be glad to talk to anyone regarding this requirement.

Alderman Staigle reported the reduction of two (2) lanes on Kirkwood has been delayed due to rain and a busted water line. Alderman Isbell welcomed Mr. Segundo to the City.

c. Fire Department Response Statistics – February 2015

Mayor Jessup provided an overview of the report for February, which was filed in City records.

4. Mayors' Comments:

a. 2.5 Million Dollars in Commercial Improvements

Mayor Jessup made the announcement for commercial development from the start of this fiscal year.

b. May 9, 2015 Municipal Election Cancelled

Mayor Jessup announced the following candidates have been elected by virtue of no opposition:

Terry J. Henley, Alderman IV
Kelle K. Mills, Alderman V

c. Community Garden Update

Mayor Jessup noted the first garden box was dedicated to Meadows Elementary School with a variety of vegetables being planted by the 5th Graders. He thanked the Public Works Staff for their work.

d. Music Memories – Friday, April 24th 6:00 p.m. – 9:00 p.m.

Mayor Jessup invited everyone to attend the upcoming event hosted by the Parks & Recreation Department.

5. Council Member Comments: None

6. New Business:

a. Acceptance of the CenterPoint Energy Annual Franchise Payment Calculation

Mayor Pro Tempore Henley moved to **accept** the CenterPoint Energy Annual Franchise Payment Calculation. Alderman Staigle seconded the motion, which passed unanimously.

b. Call for a Public Hearing on Tuesday, April 28, 2015 at 7:00 p.m. to Hear Public Comment on the Meadows Place Community Development Program

Alderman Bezner moved to **approve** the meeting as noted. Alderman Mills seconded the motion, which passed unanimously. Mayor Pro Tempore noted it was a worthwhile project for EDC who will fund the program and clean up houses to make our City a better place to live.

c. Approval of a Formal Policy Regarding the EDC Appointment Process

Mayor Pro Tempore moved to **table this item until the next meeting**. Alderman Isbell seconded the motion, which passed unanimously.

7. Ordinances:

a. **Ordinance 2015-07:**

AN ORDINANCE OF THE CITY OF MEADOWS PLACE, TEXAS, DECLARING UNOPPOSED CANDIDATES IN THE MAY 9, 2015 GENERAL CITY ELECTION, ELECTED TO OFFICE; CANCELLING THE ELECTION; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

Mayor Jessup read the title.

Motion: Alderman Isbell moved to **adopt** Ordinance 2015-07. Alderman Staigle seconded the motion, which passed unanimously.

b. Ordinance 2015-08:

AN ORDINANCE REMOVING ONE (1) DIRECTOR, HARRY HAMILTON, FROM HIS POSITION ON THE 4B MEADOWS PLACE ECONOMIC DEVELOPMENT CORPORATION AS OF THIS DATE.

Mayor Jessup read the title.

Motion: Alderman Mills moved to **table** Ordinance 2015-08. Mayor Pro Tempore Henley seconded the motion. The motion passed 4 to 1 with Alderman Isbell voting in the negative.

c. Ordinance 2015-09:

AN ORDINANCE AUTHORIZING THE CASH DEFEASANCE OF CERTAIN OF THE CITY OF MEADOWS PLACE, TEXAS GENERAL OBLIGATION REFUNDING BONDS, SERIES 2005.

Mayor Jessup read the title.

Motion: Alderman Isbell moved to **adopt** Ordinance 2015-09. Alderman Staigle seconded the motion, which passed unanimously

8. Resolutions:

a. Resolution 2015-07

A RESOLUTION OF CITY OF MEADOWS PLACE, TX SUPPORTING HOUSE BILL 3634 RELATING TO THE AUTHORITY OF A MUNICIPALITY TO IMPOSE A LOCAL TAX ON THE SALE OF CERTAIN MOTOR FUEL AND TO THE USE OF THE TAX REVENUE BY THE MUNICIPALITY; AUTHORIZING PENALTIES.

Mayor Jessup read the title.

Motion: Mayor Pro Tempore Henley moved to **approve** Resolution 2015-07. Alderman Staigle seconded the motion, which passed unanimously.

9. Consent Agenda:

a. Minutes:

January 27, 2015 – Regular
February 17, 2015 - Special
February 24, 2015 – Workshop
February 24, 2015 – Regular

b. Presentation of Invoices:

Randle Law Office LTD, L.L.P.

\$ 10,938.00

Motion: Alderman Bezner moved to **approve** the Consent Agenda with the postponement of the February 17, 2015 Special Minutes. Mayor Pro Tempore Henley seconded the motion, which passed unanimously.

10. Audience Comments:

Mike Schofield expressed concern for bike safety specifically riding without lights and also people walking around with dark clothing. He encouraged Chief Stewart to write tickets before someone gets hurt.

Chuck McClerkeon inquired about checking on the quality of poured section of West Airport Blvd near Kirkwood Road westbound. Alderman Staigle noted TXDOT was present.

Kermit McCarver reported a cat who was caught in an animal trap, which was now crippled. He showed one of the snap traps to the Council and expressed that it was cruelty.


11. Adjournment:

Alderman Staigle moved to **adjourn** the meeting at 8:45 p.m. Alderman Bezner seconded the motion, which carried unanimously.

**These minutes were approved by the
City Council on Tuesday, May 26, 2015.**

ATTEST:


Janice M. Moore, City Secretary


Charles D. Jessup, IV, Mayor

{SEAL}

**CITY COUNCIL/EDC
JOINT SPECIAL MEETING
APRIL 20, 2015**

Council Members present were Mayor Charles D. Jessup, IV, Mayor Pro Tempore Terry J. Henley, and Aldermen Steven H. Bezner, John F. Isbell, and Rick J. Staigle. Also present was Mimi Boos, Licensing & Permits Clerk. Alderman Kelle K. Mills was absent.

Economic Development Corporation Directors present were President Terry J. Henley, Vice President Bob Graf, Interim Secretary Clyde Little, and Directors Harry Hamilton, Kurt Kopczynski, David Lantz, and Margaret Sandlin.

1. Call to Order

Mayor Jessup called the special meeting to order at 7:02 p.m.

a. Meadows Place Marketing Matrix – Review Possible Actions to be Taken

- Use Chris Hill. Imagination Monkey, as a mentor
- Mayor highly in favor of Facebook
- Everyone in favor of realtor branding, events assistance, hike & bike trails

The following selection committees were formed and appointed by Mayor Jessup:

- **EDC Website / Facebook** – David Lantz / Kurt Kopczynski

EDC Director Lantz said he would volunteer to post occasionally and be a moderator on Facebook. Alderman Bezner suggested the city attorney look over any Facebook rules, so the City will not be liable for anything.

- **Realtor Branding** – Margaret Sandlin/John Isbell, Kurt Kopczynski

Alderman Isbell suggested using a high end realtor such as Southersby. EDC Director Sandlin committed to providing a draft in 3-4 weeks.

- **Hike & Bike** - Clyde Little

EDC Director Little volunteered to explore how the City can connect to bike trails in Sugar Land, Stafford, and Houston. He also said he would inquire about obtaining a Parks & Wildlife Grant

- **Development** – Harry Hamilton/Steven Bezner

Discussion took place regarding the concept of offering several different floor plan selections.

- **Events Assistance** - Comment from Rick Staigle

Alderman Staigle suggested the City try to get area businesses to donate for events assistance.

- **Newsletter**

By consensus, the City Council and EDC agreed to keep the newsletter

b. Review Community Development Program Guidelines & Process

1. Comments, Questions, & Proposed Changes

- Alderman Isbell requested to work with high end realtors
- Clean up the Kirkwood Road Corridor
- Put up a fence to block Houston off of Blair Meadow
- Alderman Bezner suggested increasing the tax base to allow for infrastructure road changes
- EDC will fund the housing projects, but the City will own the homes
- EDC will set aside a House Program Fund
- Code Enforcement will keep abreast of vacant homes
- Homes will be checked for liens, back taxes, etc.
- Purchase property and make an assessment of foundation etc.
- Hire a contractor to fix the properties (no more than two (2) properties at a time)
- Sell the property(ies)
- A bid process to find contractor's - best value bids –some positions will be paid
- Pay Building Official 10 % retention

2. Discuss & Prepare for Public Hearings

Mayor Jessup provided an overview of the adoption of the Community Development Program.

c. EDC Appointment Process Draft Overview – Mayor Jessup

- Alderman Henley said he spoke to City Attorney Grady Randall about this topic. He said it has operated for 25 years without a problem he sees no need to change it and no other city has one (policy).
- Mayor Jessup questioned if someone gets hurt who will replace you?
- It was noted this topic would not be on the agenda for next month

2. Adjournment:

Alderman Bezner moved to **adjourn** the meeting at 9:26 p.m. EDC Director Lantz seconded the motion, which carried unanimously.

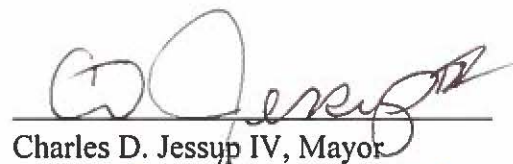
**These minutes were approved by EDC on May 14, 2015
and by the City Council on June 3, 2015 and**

ATTEST:

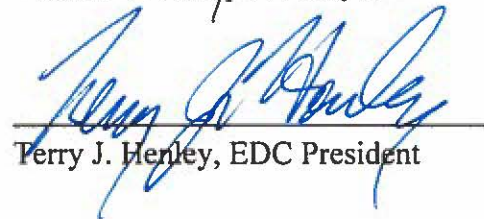


Mimi Boos, Licensing & Permits Coord.

{SEAL}



Charles D. Jessup IV, Mayor



Terry J. Henley, EDC President

**CITY COUNCIL/EDC
JOINT SPECIAL MEETING
APRIL 28, 2015**

Council members present were Mayor Charles D. Jessup, IV, Mayor Pro Tempore Terry J. Henley, and Aldermen Steven H. Bezner, John F. Isbell, Kelle K. Mills, and Rick J. Staigle. Also present was City Secretary Janice M. Moore.

Economic Development Corporation Directors present were President Terry J. Henley, Vice President Bob Graf, Interim Secretary Clyde Little, and Directors Harry Hamilton, Kurt Kopczynski, David Lantz, and Margaret Sandlin.

1. Call To Order

Mayor Jessup called the special meeting to order at 5:30 p.m.

2. Ordinance 2015-10:

AN ORDINANCE ADOPTING A PLAN UNDER WHICH CITIZENS MAY PUBLICLY COMMENT ON THE CITY'S PROPOSED COMMUNITY DEVELOPMENT PROGRAM AUTHORIZED UNDER CHAPTER 373 OF THE TEXAS LOCAL GOVERNMENT CODE.


Alderman Isbell moved to **adopt** Ordinance 2015-10. Alderman Staigle seconded the motion, which carried unanimously.

3. Adjournment:

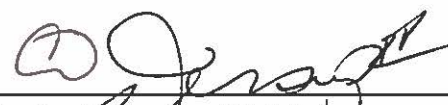
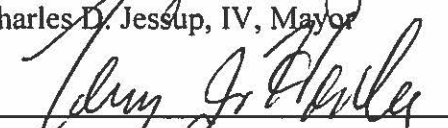
Alderman Bezner moved to **adjourn** the meeting at 5:30 p.m. Mayor Pro Tempore Henley seconded the motion, which carried unanimously.

**These minutes were approved by the
City Council on Tuesday, May 26, 2015 and by EDC on May 14, 2015.**

ATTEST:


Janice M. Moore, City Secretary

{SEAL}


Charles D. Jessup, IV, Mayor

Terry J. Henley, EDC President

**CITY COUNCIL/EDC
JOINT 1st PUBLIC HEARING
APRIL 28, 2015**

Council Members present were Mayor Charles D. Jessup, IV, Mayor Pro Tempore Terry J. Henley, and Aldermen Steven H. Bezner, John F. Isbell, Kelle K. Mills, and Rick J. Staigle. Also present was City Secretary Janice M. Moore.

Economic Development Corporation Directors present were President Terry J. Henley, Vice President Bob Graf, Interim Secretary Clyde Little, and Directors Harry Hamilton, Kurt Kopczynski, David Lantz, and Margaret Sandlin.

1. Call To Order

Mayor Jessup called the 1st public hearing to order at 5:35 p.m.

2. Public Hearing:

**PROPOSED COMMUNITY DEVELOPMENT PROGRAM AUTHORIZED UNDER
CHAPTER 373 OF THE TEXAS LOCAL GOVERNMENT CODE.**

Mayor Jessup provided an explanation of the purpose, goals, overseeing, and funding. He also displayed a flowchart giving a broad overview of the program.

3. Public Comment:

Ernie Kozinski asked for clarification regarding the “no more than two (2) houses will be worked on at once” and inquired who was going to evaluate the quality of the work.

Monica Parsons inquired if the program was on the City’s website.

Nadya Shelton commented that there was no other time for public comment other than tonight. She inquired about citizen involvement and how the listings would be handled, if there was any liability to the City and/or EDC, and about any limitation or guidelines regarding razed or knocked down properties.

Bob Graf inquired if the City had the opportunity to reject a bid.

Mark McGrath inquired about holding the property from the tax rolls on January 1st.

4. Adjournment:

Mayor Pro Tempore Henley moved to **adjourn** the meeting at 6:02 p.m. Alderman Staigle seconded the motion, which carried unanimously.

**These minutes were approved by the
City Council on Tuesday, May 26, 2015 and by EDC on May 14, 2015.**

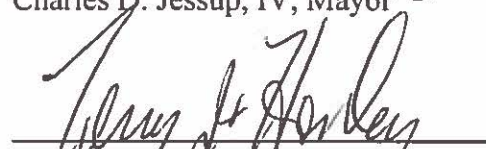
ATTEST:



Janice M. Moore, City Secretary



Charles D. Jessup, IV, Mayor



Terry J. Henley, EDC President

{SEAL}

**CITY COUNCIL/EDC
JOINT 2nd PUBLIC HEARING
APRIL 28, 2015**

Council present were Mayor Charles D. Jessup, IV, Mayor Pro Tempore Terry J. Henley, and Aldermen Steven H. Bezner, John F. Isbell, Kelle K. Mills, and Rick J. Staigle. Also present was City Secretary Janice M. Moore.

EDC present were President Terry J. Henley, Vice President Bob Graf, and Directors Harry Hamilton, David Lantz, and Margaret Sandlin.

1. Call To Order

Mayor Jessup called the workshop to order at 7:00 p.m.

2. Public Hearing:

PROPOSED COMMUNITY DEVELOPMENT PROGRAM AUTHORIZED UNDER
CHAPTER 373 OF THE TEXAS LOCAL GOVERNMENT CODE.

Mayor Jessup provided an explanation of the purpose, goals, overseeing, and funding. He also displayed a flowchart giving a broad overview of the program.

3. Public Comment:

Mark McGrath inquired if the City had the option to grant the bid to a homeowner or an investment company that might flip the property or rent the property. He thanked the Mayor and Council for working on this project.

Harry Hamilton noted the EDC and City was looking to roll any profit back into the program.

4. Adjournment:

Alderman Staigle moved to **adjourn** the meeting at 7:21 p.m. Alderman Henley seconded the motion, which carried unanimously.

**These minutes were approved by the
City Council on Tuesday, May 26, 2015 and by EDC on May 14, 2015.**

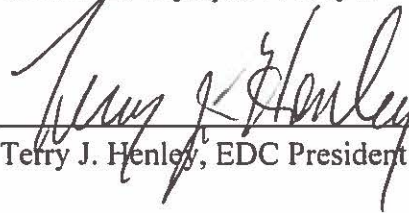
ATTEST:



Janice M. Moore, City Secretary



Charles D. Jessup, IV, Mayor



Terry J. Henley, EDC President

{SEAL}

**CITY COUNCIL
WORKSHOP MINUTES
APRIL 28, 2015**

Present were Mayor Charles D. Jessup, IV, Mayor Pro Tempore Terry J. Henley, and Aldermen Steven H. Bezner, John F. Isbell, Kelle K. Mills, and Rick J. Staigle. Also present was City Secretary Janice M. Moore.

1. Call To Order

Mayor Jessup called the workshop to order at 6:03 p.m.

2. Discussion

a. Community Development Program – Public Hearing Review

Mayor Jessup requested feedback from the Council on the public hearing and noted the City needed to research tax options as mentioned by Mark McGrath. Alderman Isbell requested the Mayor communicate the steps the City would had to go through prior to this program being adopted and how much more streamlined this process was for the City. Alderman Mills agreed with this request.

b. South West Water Company Invoicing Update

Mayor Jessup reported the City issuing a check in the amount of \$27,500 for the settlement with SWWC and now the issue was concluded.

c. Personnel Update

Mayor Jessup reported he was working with Accountant Anna-Maria regarding the breaking down of the sales tax report and gaps were found. He directed Code Enforcement Official Jerry Parker to take pictures of all business sales tax certificates. He added because Texas Roofing Supplies was under a dba name, the City was not receiving sales tax revenue, but that it was corrected and the City would get back taxes. Mayor Jessup also informed the Council that Texas Direct Auto was using Napa and the City was receiving those sales tax.

Mayor Jessup announced Parks & Recreation Director Monya Keenen's last day as April 30th. He noted a job description would be advertised and Monica Parsons, Parks and Recreation assistant, would be encouraged to apply. Alderman Isbell volunteered to be a part of the interview process.

Mayor Jessup reported a worker's compensation claim filed by Monya Keenen with the Texas Municipal League, which was denied. Ms. Keenen then appealed the claim to the Texas Department of Insurance, Division of Workers' Compensation. The claim was recently heard at a hearing, which was to be continued as a later time due to the request of further medical information and the possible calling of witnesses. Mayor Jessup informed the Council that Texas Municipal League contacted him regarding the choice of a settlement or a continuance of the hearing. Discussion included different scenarios, options and the possible financial impact on the City. Mayor Pro Tempore Henley suggested this matter be discussed in an executive session in the future. Mayor Jessup was asked to provide more details. The Council agreed to allow the hearing to move forward.

The following meetings were scheduled:

Saturday, May 9th at 10:00 a.m. Executive Session - Communications Plan

Wednesday, May 13th at 6:00 p.m. Special Meeting – Job Description for City Secretary

3. Upcoming Council Agenda Items

Mayor Jessup provided an overview of the upcoming items being presented on the regular meeting agenda.

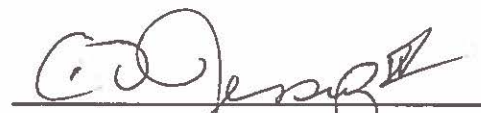
4. Adjournment

Alderman Bezner moved to adjourn the meeting at 6:57 p.m. Mayor Pro Tempore Henley seconded the motion, which passed unanimously.

**These minutes were approved by the
City Council on Tuesday, May 26, 2015.**

ATTEST:


Janice M. Moore, City Secretary


Charles D. Jessup, IV, Mayor

{SEAL}

**CITY COUNCIL
REGULAR MEETING MINUTES
APRIL 28, 2015**

Present were Mayor Charles D. Jessup, IV, Mayor Pro Tempore Terry J. Henley, and Aldermen Steven H. Bezner, John F. Isbell, Kelle K. Mills, and Rick J. Staigle. Also present was City Secretary Janice M. Moore, Captain Jack Ashton, Police Chief Gary Stewart, and Parks & Recreation Interim Director/Assistant.

1. Call to Order:

Mayor Jessup called the meeting to order at 7:30 p.m. The Pledge of Allegiance was led by EDC Director Kurt Kopczynski, and the Invocation was led by Detective Richard Simmons.

2. Presentations:

Mayor Jessup recognized the Parks & Recreation Department for receiving a 2014 Department Gold International Aquatics Safety Award. He presented the following proclamations:

- a. Water Safety Month Proclamation
- b. National Public Safety Communications Week

3. Reports:

- a. Police Department

Police Chief Stewart provided an overview of the monthly statistics and activities report, which was distributed to the Council and filed with City records. He answered questions posed by the Council. Alderman Mills thanked police officers who assisted her recently. Mayor Jessup provided a brief overview of the last Neighborhood Watch meeting regarding being a witness.

- b. Parks & Recreation Department

Parks & Recreation Interim/Assistant Monica Parsons reported the following:

The Music Memories event held April 25th was a success. The weather was nice, the rain stayed away and many residents came out to enjoy the music provided by Revolving Doors. Next year's concert will be held on April 22nd, 2016.

The lifeguard staff from summer 2014 have received the *"Gold International Aquatic Safety Award"* from Jeff Ellis & Associates.

The lifeguard staff for summer 2015 is trained and ready to go. Swim team begins their practice on May 4th and the pool will open weekends beginning May 16th. Wristbands will be sold again for \$5 per family member.

May is Water Safety Month at the pool. All swimmers are asked to sign the Safe Swimmer Pledge at the Pool. On June 18th, we will once again be hosting the World's Largest Swimming Lesson for a Guinness World Record™. Both of these activities show the City's commitment towards keeping our pool & the swimmers safe.

The Pet Clinic will be at the Community Center on Saturday, May 2nd, from 10:30 am – 12:30 pm.

Upcoming summer events include Barefoot N' Fridays, Splash Night on June 5th, the July 4th Parade, Meadows Place Night with the Sugar Land Skeeters in July and the Kid Fish Derby in August. The Parks & Recreation Department are looking forward to these fun summer events!

c. Fire Department Response Statistics – March 2015

Mayor Jessup provided an overview of the report for March, which was filed in City records. He announced Victor Wayne Temple as the new EMS director, who has been working with Fire Chief Larry DiCamillo, asked for a couple of months for evaluation time.

4. Mayors' Comments:

a. Premise Identification Numbers

Mayor Jessup encouraged residents to implement house numbers. Information flyers were available at the meeting.

b. Community Development Program – Public Hearing Review

Mayor Jessup thanked residents for attending the public hearing and for their input and questions.

c. Recent Council/Economic Development Corporation Meeting

Mayor Jessup noted a very productive meeting with good discussion back and forth on programs and a list of items discussed from Imagination Monkey. He recognized the EDC for wearing their new shirts.

d. Upcoming Planning & Zoning Meeting

Mayor Jessup reported P & Z meeting in May to review the City's current building for the purpose of protecting residents and their property values.

5. Council Member Comments: None

6. New Business:

- a. Acceptance of the CenterPoint Energy Gas Reliability Infrastructure Program (GRIP) – No Increase

Motion: Mayor Pro Tempore Henley moved to **accept** the GRIP. Alderman Bezner seconded the motion, which passed unanimously.

- b. Approval of the Quarterly Investment Report

Motion: Mayor Pro Tempore Henley moved to **approve** the Quarterly Investment Report. Alderman Mills seconded the motion, which passed unanimously.

- c. Approval of the EDC Appointment Process (tabled 3-24-15)

Motion: No action was taken.

7. Ordinances:

- a. **Ordinance 2015-11:**

AN ORDINANCE OF THE CITY OF MEADOWS PLACE, TEXAS, REPEALING SECTION 150.09 OF CHAPTER 150 OF THE CODE OF ORDINANCES AND ADDING A NEW SECTION 150.09 OF CHAPTER 150, PROVIDING RULES AND REGULATIONS FOR CERTIFICATES OF OCCUPANCY; AMENDING SECTION 37.01 OF CHAPTER 37 OF THE CODE OF ORDINANCES, SETTING FORTH A RESIDENTIAL AND COMMERCIAL CERTIFICATE OF OCCUPANCY FEE, AS APPLICABLE; PROVIDING FOR A PENALTY; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL AND PROVIDING FOR AN EFFECTIVE DATE.

Mayor Jessup read the title.

Motion: Alderman Isbell moved to **adopt** Ordinance 2015-11. Alderman Bezner seconded the motion, which passed unanimously.

- b. **Ordinance 2015-12:**

AN ORDINANCE OF THE CITY OF MEADOWS PLACE, TEXAS, REPEALING CHAPTER 114 OF THE CODE OF ORDINANCES AND ADDING A NEW CHAPTER 114 OF THE CODE OF ORDINANCES; PROVIDING RULES AND REGULATIONS FOR ALCOHOL PERMITS; PROVIDING A PENALTY; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Mayor Jessup read the title.

Motion: Mayor Pro Tempore Henley moved to **adopt** Ordinance 2015-12. Alderman Isbell seconded the motion.

8. Resolutions:

- a. **Resolution 2015-08:**

A RESOLUTION AUTHORIZING THE MAYOR AND THE CITY SECRETARY OF THE CITY OF MEADOWS PLACE, TEXAS, TO EXECUTE AN AMENDMENT TO THE INTERLOCAL COOPERATION

AGREEMENT FOR THE COLLECTION OF TAXES WITH FORT BEND COUNTY AND TO RATIFY THE ORIGINAL AGREEMENT AND PREVIOUS AMENDMENTS.

Mayor Jessup read the title.

Motion: Mayor Pro Tempore Henley moved to **approve** Resolution 2015-08. Alderman Mills seconded the motion.

b. Resolution 2015-09:

A RESOLUTION AUTHORIZING THE MAYOR AND THE CITY SECRETARY OF THE CITY OF MEADOWS PLACE, TEXAS, TO EXECUTE AN AGREEMENT WITH HENRY RIVAS FOR BUILDING OFFICIAL DUTIES, PLAN REVIEW, INSPECTIONS, AND CONSULTATIONS.

Mayor Jessup read the title.

Motion: Alderman Bezner moved to **approve** Resolution 2015-09. Alderman Isbell seconded the motion.

9. Consent Agenda:

a. Minutes:

February 17, 2015 - Special
March 24, 2015 – Workshop
March 24, 2015 – Regular

b. Presentation of Invoices:

Premier Outdoor Installation	\$ 7,185.00
Randle Law Office LTD, L.L.P.	\$ 7,116.21
Severn Trent Services	\$ 98,650.80

Motion: Mayor Pro Tempore Henley moved to **remove** the minutes from the Consent Agenda. Alderman Bezner seconded the motion, which passed unanimously. **Motion:** Alderman Isbell moved to **approve** the Consent Agenda, but postpone the minutes to next month's meeting. Mayor Pro Tempore Henley seconded the motion, which passed unanimously.

10. Audience Comments: None


11. Adjournment:

Alderman Bezner moved to **adjourn** the meeting at 8:35 p.m. Alderman Mills seconded the motion, which carried unanimously.

**These minutes were approved by the
City Council on Tuesday, May 26, 2015.**

ATTEST:


Janice M. Moore, City Secretary


Charles D. Jessup, IV, Mayor

{SEAL}

**CITY COUNCIL
SPECIAL SESSION MINUTES
MAY 9, 2015**

Present were Mayor Charles D. Jessup, IV, Mayor Pro Tempore Terry J. Henley, and Aldermen Steven H. Bezner, John F. Isbell, Kelle K. Mills, and Rick J. Staigle.

1. Call to Order:

Mayor Jessup called the executive session to order at 10:02 a.m.

2. Executive Session:

- a. Continued Discussion of Committee Recommendation Regarding Interdepartmental Communication – Including but not Limited to Communications Protocol between Police, Parks, City Secretary and Public Works Director and Define the Role of the City Secretary
- b. Action Taken: None.

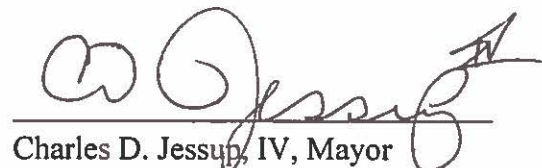
3. Adjournment

Alderman Bezner moved to **adjourn** the meeting at 11:44 a.m. Mayor Pro Tem Henley seconded the motion, which passed unanimously.

**These minutes were approved by the
City Council on Tuesday, May 26, 2015.**

ATTEST:


Janice M. Moore, City Secretary


Charles D. Jessup, IV, Mayor

{SEAL}

**CITY COUNCIL
WORKSHOP MINUTES
MAY 26, 2015**

Present were: Mayor Charles D. Jessup, IV, Aldermen Steven H. Bezner, John F. Isbell, Kelle K. Mills, and Rick J. Staigle. Also present were: City Secretary Janice M. Moore and City Attorney Grady Randle. Absent was: Mayor Pro Tempore Terry J. Henley.

1. Call to Order:

Mayor Jessup called the workshop to order at 6:00 p.m.

2. Discussion:

a. Review of the Budget Meeting Calendar

Council Members noticed who would not be in attendance.

b. Staff Training, Permit Requirements, and Design Requirements

Alderman Staigle reported TXDOT was removing the sidewalk located by the Helfman Ford parking lot with Meadows Place possibly sharing the cost. He recommended a review and possible adoption of new plan review standards for commercial and residential permits, creating a workflow, and increasing staff training. City Secretary Moore expressed she believed the sidewalk matter was an isolated incident. She expressed support of reviewing and updating the application process and forms. City Secretary Moore noted the licensing and permits coordinator was currently enrolled in a certified permit technician program.

c. Council Approval on Expenditures

City Secretary Moore introduced this subject and requested clarification of the unwritten policy. Resident and Former Mayor Mark McGrath reported the past Council's intention was to ratify non-recurring operating expenditures \$5,000 and over, including lawsuits and projects. City Secretary Moore suggested the option of the Council receiving a monthly payables report or check register via email. Alderman Staigle suggested the report be sorted highest to lowest. Alderman Bezner suggested paying the bills then ratifying them. Mayor Jessup noted whatever the process, it could not stop the day to day activities. Alderman Staigle showed the Council two (2) short video excerpts of how the County approves their expenditures. Alderman Isbell expressed being in favor of a summary list of payables and suggested keeping the ratification process as is. Mayor Jessup noted a policy draft would be submitted for its review next month.

d. City's Facebook Page

Mayor Jessup reported the City's Facebook page had already been created, and Chris Hill, (Imagination Monkey) was in process of creating a policy and procedures with

recommendations. He added Mr. Hill would maintain the page by providing 1-2 postings per week with the Economic Development Corporation covering the expense. There was a brief discussion of whether or not the page would allow residents' comments. Alderman Staigle noted EDC Director David Lantz concern if the City did not allow interaction of the site by residents, then they would not participate. Mayor Jessup expressed concern with the image of the City relating to the negative postings.

a. Review of the Budget Meeting Calendar

Alderman Bezner suggested consolidating the budget workshops to two (2) on Saturdays instead of a weekday. The Council agreed to schedule June 20th and July 18th from 9:30 am – 1:00 p.m.

e. Highway 90A Railroad

Mayor Jessup noted Metro killed the City of Richmond line and utilized that funding for 90A. Alderman Staigle noted Metro would only come to the Missouri City/Stafford line. Mayor Jessup spoke about the possibility of Meadows Place residents being able to travel down to the Med Center in the future.

f. Search for New Parks & Recreation Director - Update

Mayor Jessup reported receiving additional resumes the day before the meeting. He added four (4) candidates, including Monica Parsons, received an employment application package for a possible interview.

3. Upcoming Council Agenda Items

Mayor Jessup provided an overview of the upcoming items being presented on the regular meeting agenda.

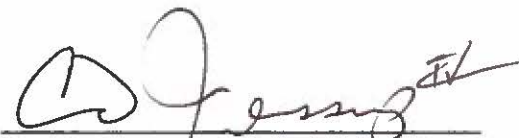
4. Adjournment

Alderman Bezner moved to adjourn the meeting at 7:28 p.m. Alderman Mills seconded the motion, which passed unanimously.

**These minutes were approved by the
City Council on Tuesday, June 23, 2015.**

ATTEST:


Janice M. Moore, City Secretary


Charles D. Jessup, IV, Mayor

{SEAL}

**CITY COUNCIL
REGULAR MEETING MINUTES
MAY 26, 2015**

Present were: Mayor Charles D. Jessup, IV, Aldermen Steven H. Bezner, John F. Isbell, Kelle K. Mills, and Rick J. Staigle. Also present were: City Secretary Janice M. Moore, Captain Jack Ashton, Police Chief Gary Stewart, and Parks & Recreation Interim Director/Assistant Monica Parsons. Absent was: Mayor Pro Tempore Terry J. Henley

1. Call to Order:

Mayor Jessup called the meeting to order at 7:37 p.m.

a. Pledge of Allegiance and Invocation

The Pledge of Allegiance was led by Resident Joe Debruyne, and the Invocation was led by Mayor Jessup.

b. Speaking on an Agenda Item

Mayor Jessup provided an overview of the policy.

2. Presentations:

a. Garden Club Scholarships

President Bob Dybala recognized the following scholarship recipients: Makayla Mueller, Dante Macasaet, and Brittney Cech. Mayor Jessup congratulated the winners.

b. Swearing In of New Council Member Kelle K. Mills, Alderman V – Judge Bret Kisluk

Judge Bret Kisluk swore in Alderman Mills.

3. Reports:

a. Police Department

Police Chief Gary Stewart provided an overview of the monthly statistics and activities report, which was distributed to the Council and filed with City records. He answered questions posed by the Council. Mayor Jessup gave recognition to the department for its deployment during the recent storm. Alderman Isbell also recognized the department for its emergency preparedness

information provided at the last neighborhood watch. Police Chief Stewart reminded residents to sign up for CodeRed emergency notifications.

b. Code Enforcement

Officer Jerry Parker provided the following report:

1. Violations since 02/25/2015: 309 (302 – last qtr)
2. Cases Opened: 193 (Difference in numbers due to average of more than 1.6 violations per case.) (205 – last qtr)
3. Current Open Cases: 35 (18 – last qtr)
4. Citations Issued: 13; (4- pool treatment issues (mosquito abatement of 2 pools, 2 times.), 2 – rubbish/trash, 2 – trash cans, 2- Blair Meadow address, 1 – stump, 1 – unoccupied, 1- rental registry) (20 – last qtr)
5. Current Projects: Premises identification (mailbox, front of residence or on curb.)
6. Tremendous push on ongoing priorities: outward appearance of homes: (Siding, paint, fascia, gutters and fences). 2; grass/weeds (due to the fact that as of 5/22 the city is 11.37inches over this quarter last year.) (Add 10.24 inches from 05/25/2015)
7. Top Reoccurring Issues:
 - a. Trash cans - either out after trash day or stored in public view, rubbish/stored items: 88 – up from 66 last quarter (newly added to this category is the rubbish/stored items)
 - b. Grass/Weeds: 37 – up from 26 last qtr. (Rain is large factor.)
 - c. Junk vehicles in drive or street: 11 - down from 18 last qtr.
8. Unoccupied/Vacant building total fluctuates between 24 – 31 at any given time. This is due to high turnover of rental properties. Avg. vacancy of 7 – 15 days. There are now 8 that have been deemed long term, greater than 90 days, down from 11 due to recent sales and foreclosures. (This does not include homes that are for sale, but in compliance.)
 - a. 8 partial compliance. 11911 Bloomington, 11711 Kenzie Ct., 11946 Brighton, 12010 Mulholland, 11634 Brook Meadow, 12303 Hoggard, and 11935 Dorrance.
 - b. 12023 Blair Meadow, 11510 Scottsdale and 12334 Scarcella have been either sold or placed under contract.
 - c. 11314 Dorrance: Probate complete, Brother is in the residence and 98% compliant – (car in drive.)
 - d. 1 no compliance as of yet. 11306 Scottsdale (denial of ownership) (citations issued with June court date.)

He answered questions posed by the Council.

- c. Fire Department Response Statistics (April 2015) – Mayor Charles D. Jessup IV

Mayor Jessup provided an overview of the report for April, which was filed in City records.

4. Mayor's Comments:

- a. Voter Turnout

Mayor Jessup thanked everyone who voted and noted the turnout being a bit higher than the county percentage. He spoke about the push for voting centers being set-up throughout the county. Mayor Jessup also encouraged people to come out and vote more.

- b. Status of Meadows Place EMS

Mayor Jessup thanked EMS Director Victor Wayne Temple and Fire Chief Larry DiCamillo for their involvement with the EMS location in Meadows Place.

- c. Meadows Place Ranking & Recent Surveys

Mayor Jessup announced Meadows Place as ranked #2 for young professionals to move and live here. The City also received recognition for a great place to retire and safest places to live in the greater Houston area as well.

5. Council Comments: None

6. New Business:

- a. Approval of the Bid Award to Joe Salvide for the Dorrance Lane Street Improvement Project #PW2015-01

Mayor Jessup provided a brief overview of the project. Alderman Bezner moved to **approve** the bid award to Joe Salvide. Alderman Staigle seconded the motion, which passed unanimously.

- b. Recommendations from the Planning & Zoning Commission & Possible Council Action:

Chair Heidi Case provided an overview of the items recommended to the Council below.

- 1. To Amend the Code to Place Hotels/Motels, Churches, Schools & Daycares Under Specific Use for All Commercial Districts

Alderman Isbell moved to **approve** the amendment as presented. Alderman Staigle seconded the motion, which passed unanimously.

- 2. To Approve the Request from Texas Direct Auto (TDA), 11100 Dorrance Lane, Trailer for Car Payment & Delivery Area for Wholesale with Conditions

Alderman Staigle moved to **accept** the request based on the recommended Planning & Zoning conditions as follows:

1. Presents new site plan and drawings “architecturally and aesthetically pleasing to the general population” and “be constructed and exterior finished to blend and compliment the surrounding buildings and landscape.”
2. Shows relocated building to be against the fence on the East side of the parking lot.
3. Submits an engineer design for anchoring the trailer.
4. Trailer must be in handicap accessibility compliance such as ramps into the trailer offices.
5. Is able to pass all City inspections.
6. Must enhance landscaping to help obscure and beautify the building.
7. Agrees to remove the building from premises if Texas Direct Auto should leave, sell to another business, or no longer uses the Dorrance location.

Alderman Mills seconded the motion.

Ed Williams, Texas Direct Auto, presented a summary and site renderings.

Alderman Bezner inquired about the progress of the fascade of the shopping center. Mr. Williams noted there was a challenge with current owner of signs. He also noted the trailer project would be completed in 1.5 months.

Alderman Staigle questioned if unloading and loading took place at night. Mr. Williams responded in the affirmative and had received no complaints. Alderman Bezner questioned if it was tax generated. Mayor Jessup responded in the negative.

Vote: All voted in favor. The request passed unanimously.

7. Ordinances:

a. Ordinance 2015-13:

AN ORDINANCE ADOPTING A COMMUNITY DEVELOPMENT PROGRAM AUTHORIZED UNDER CHAPTER 373 OF THE TEXAS LOCAL GOVERNMENT CODE.

Mayor Jessup read the title.

Alderman Isbell moved to **table** Ordinance 2015-13 until the June 3rd Special Meeting. Alderman Staigle seconded the motion, which passed unanimously.

8. Resolutions:

a. Resolution 2015-10:

A RESOLUTION AUTHORIZING THE MAYOR AND THE CITY SECRETARY OF THE CITY OF MEADOWS PLACE, TEXAS, TO EXECUTE AN INTERLOCAL AGREEMENT FOR EMERGENCY MEDICAL SERVICES (EMS) BETWEEN FORT BEND COUNTY AND THE CITY OF MEADOWS PLACE.

Mayor Jessup read the title.

Alderman Isbell moved to **approve** Resolution 2015-10. Alderman Bezner seconded the motion, which passed unanimously.

b. Resolution 2015-11:

A RESOLUTION OF THE CITY COUNCIL OF MEADOWS PLACE, TEXAS, APPOINTING BEAU ABDULLA AS 2ND ALTERNATE MEMBER OF THE PLANNING & ZONING COMMISSION.

Mayor Jessup read the title.

Alderman Bezner moved to **approve** Resolution 2015-11. Alderman Isbell seconded the motion, which passed unanimously. Mr. Beau Abdulla introduced himself. Mayor Jessup congratulated him on his appointment.

9. **Consent Agenda:**

All Consent Agenda items are considered to be routine and will be enacted by one (1) motion. There will not be discussion, unless an item is removed at the request of a Council Member.

a. **Minutes:**

February 17, 2015 - Special	April 28, 2015 – Joint 1 st PH
March 24, 2015 – Workshop	April 28, 2015 – Joint 2 nd PH
March 24, 2015 – Regular	April 28, 2015 - Workshop
April 20, 2015 – Joint Special	April 28, 2015 - Regular
April 28, 2015 – Joint Special	May 9, 2015 - Special

b. **Presentation of Invoices:**

Randle Law Office LTD, L.L.P. \$ 8,689.39

Alderman Bezner moved to **approve** the Consent Agenda with 4-20-15 being tabled to the next meeting. Alderman Staigle seconded the motion, which passed unanimously.

10. **Audience Comments** (*for matters NOT on the agenda*)

Mo Wolfe expressed concern with the recent power outage for 15 hours caused by lighting strikes blowing out a fuse located on the right-of-way. 45 houses were affected according to Centerpoint. He asked the City to work on preventing the problem from reoccurring. Mark McGrath echoed the comments and noted the issue had been going on for at least eight (8) years. He added that City inquires would be greatly appreciated.

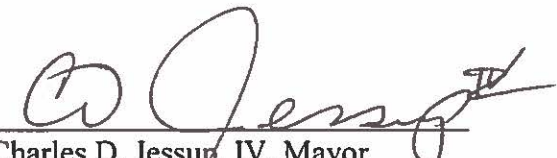
11. **Adjournment:**

Alderman Bezner moved to **adjourn** the meeting at 8:45 p.m. Alderman Mills seconded the motion, which carried unanimously.

**These minutes were approved by the
City Council on Tuesday, June 23, 2015.**

ATTEST:


Janice M. Moore, City Secretary


Charles D. Jessup, IV, Mayor

{SEAL}

**CITY COUNCIL
SPECIAL MEETING
JUNE 3, 2015**

Council Members present were Mayor Charles D. Jessup, IV, Mayor Pro Tempore Terry J. Henley, and Aldermen Steven H. Bezner, John F. Isbell, Kelle K. Mills and Rick J. Staigle. Also present was City Secretary Janice M. Moore and City Attorney Grady Randle.

1. Call to Order

Mayor Jessup called the special meeting to order at 6:09 p.m.

2. Swearing In of New Council Member Terry J. Henley, Alderman IV

Judge Bret Kisluk swore in Alderman Henley.

3. Appointment of Mayor Pro Tempore

Alderman Bezner moved to **appoint** Terry J. Henley as mayor pro tempore. Alderman Staigle second the motion, which passed unanimously.

4. Approval of Minutes

Mayor Pro Tempore Henley moved to **approve** the April 20, 2015 Joint Special minutes. Alderman Staigle seconded the motion, which passed unanimously.

Mayor Jessup requested Item #7 be moved ahead of item #6. There were no objections.

7. Ordinance 2015-13

AN ORDINANCE ADOPTING A COMMUNITY DEVELOPMENT PROGRAM AUTHORIZED UNDER CHAPTER 373 OF THE TEXAS LOCAL GOVERNMENT CODE.

Mayor Jessup read the title.

Alderman Isbell moved to **adopt** Ordinance 2015-13. Alderman Staigle seconded the motion.

Nadya Shelton expressed concern about information not being released to the public.

The motion passed unanimously.

8. Review/Discussion/Possible Action of the City Secretary Job Description


Alderman Bezner gave a PowerPoint presentation, which included the organizational chart, the powers and duties of the secretary, the secretary's responsibilities, communication, supervision, and an escalation policy. The Council directed the City Secretary to focus on core responsibilities and duties, not to engage in any new projects, and to receive approval from the mayor for all department head requests.


9. Adjournment

Mayor Pro Tempore Henley moved to **adjourn** the meeting at 7:27 p.m. Alderman Mills seconded the motion, which carried unanimously.

**These minutes were approved by the
City Council on June 23, 2015.**

ATTEST:


Janice M. Moore, City Secretary


Charles D. Jessup IV, Mayor

{SEAL}

**CITY COUNCIL
WORKSHOP MEETING MINUTES
JUNE 20, 2015**

Present were: Mayor Charles D. Jessup, IV, Mayor Pro Tempore Terry J. Henley, Aldermen Steven H. Bezner, Kelle K. Mills, and Rick J. Staigle. Also present were: City Secretary Janice M. Moore and Police Chief Gary Stewart. Absent was: Alderman John F. Isbell.

1. Call to Order:

Mayor Jessup called the workshop to order at 9:35 a.m.

2. Discussion:

a. Budget Introduction

Mayor Jessup provided a general introduction of the budget process.

b. Overview of Revenues

Mayor Jessup reviewed and discussed the following items: property taxes, sales tax, assessed value data, licenses & permits, franchise fees, parks & recreation, public safety, charts on the general fund revenue, expenditures, fines & forfeitures, interest, grant revenue, and other sources. Alderman Staigle noted a collection of 98% in valuations. He presented Municipal Advisory Council of Texas – general obligation debt chart History of Meadows Place. Aldermen Henley and Staigle spoke about possible surplus of revenue ending this fiscal year. The master budget spreadsheet was on file with City records.

c. Administrative/Municipal Court/Council Budget Presentation

City Secretary Janice M. Moore presented the proposed budgets for Council, Court and Administrative. She answered questions posed by the Council. Adjustments were made. Mayor Jessup spoke positively about the performance of the prosecutor and presiding judge. Alderman Henley and Staigle left the room for a five (5) minute break.

d. Police Budget Presentation

Police Chief Stewart presented the proposed budget for Police. Adjustments were made. He answered questions posed by the Council.

It was noted the next budget workshop was scheduled for July 18th at 9:30 a.m. for Parks & Recreation and Public Works/Public Utilities.

3. Adjournment

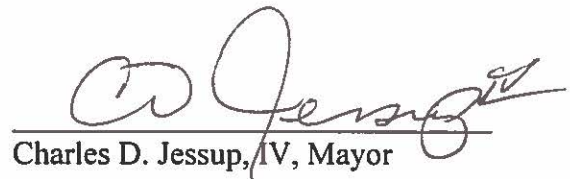
Alderman Mills moved to **adjourn** the meeting at 1:20 p.m. Alderman Henley seconded the motion, which passed unanimously.

**These minutes were approved by the
City Council on Tuesday, July 28, 2015.**

ATTEST:



Janice M. Moore, City Secretary



Charles D. Jessup, IV, Mayor

{SEAL}

**CITY COUNCIL
WORKSHOP MEETING MINUTES
JUNE 23, 2015**

Present were: Mayor Charles D. Jessup, IV, Mayor Pro Tempore Terry J. Henley, Aldermen Steven H. Bezner, John F. Isbell, and Rick J. Staigle. Also present were: City Secretary Janice M. Moore. Absent was: Alderman Kelle K. Mills.

1. Call to Order:

Mayor Jessup called the meeting to order at 6:00 p.m.

2. Discussion:

- a. RFQ for Water Operations, Maintenance, Management of Municipal Water, Wastewater Collection Systems, & Wastewater Treatment Plant

Mayor Jessup reported the interview process had begun. He noted he was quite impressed with the questions posed by Public Works Director Danny Segundo and his depth of understanding. Mayor Jessup also reported Charles Russell, City of Stafford, attended the meeting as a third party participant. He spoke of the interesting and positive conversation, which occurred with the first interviewer and noted there were a total of three (3) companies.

- b. Relocation of the Meadows Place Police Training Center

Mayor Jessup announced EMS's "move in" into the TTC building was planned for June 30th. Alderman Bezner inquired about the funding. Mayor Pro Tempore Henley noted EDC was going to have a discussion about it in a couple of weeks. Mayor Jessup noted the police department was moving out of the building within the next two (2) days. He also presented a design of the interior changes to the building. Alderman Bezner inquired about the maintenance expenses. Mayor Jessup said the City will need to create a line item for those expenses.

Mayor Pro Tempore Henley inquired about the "move out." Mayor Jessup spoke about Interim Parks & Rec Director Monica Parsons seeking out local storage, but there was nothing was available. He added the items will remain for the meantime and that the Police Chief found a storage place near Sugar Land.

- c. Imagination Monkey – Update

Mayor Jessup noted he was meeting with Chris Hill from Imagination Monkey tomorrow and a new member of his company. He added the Economic Development Corporation (EDC) now had its new logo displayed on the website and asked the Council what they expected from Mr. Hill for the City of Meadows Place. Alderman Isbell and Bezner both said direction was provided through the list discussed a couple of months ago. Mayor Jessup added he was a big proponent for Facebook for the City. Mayor Pro Tempore reported the Facebook page discussion would take place at the upcoming EDC meeting. The Council was shown the new EDC website page, which included a group photo with members in their new shirts inspired by

Mr. Hill. Mayor Jessup reported he would have Mr. Hill come back to a Council meeting for discussion of expectations. Mayor Pro Tempore requested he provide a list of accomplishments to date.

d. West Airport Blvd Reconstruction Project – Update

Alderman Staigle reported attending a recent meeting with TxDOT. He expressed there was better progress and noted August completion not October. Alderman Staigle spoke about a nighttime closure for two (2) twelve (12) inch water lines from 7:00 p.m. – 5:00 a.m. He added both to be completed within the same night possibly with EMS to be notified and spoke about some of the logistics.

e. Meadows Place Community Development Program

Mayor Jessup recommended the following preliminary appointments:

Selection Committee: Mayor Charles D. Jessup IV, EDC Member Harry Hamilton, Building Official Henry Rivas, Code Enforcement Official Jerry Parker, Resident 1 Lisa Kulhanek, and Resident 2 – open.

Evaluation Committee:

EDC Member Kurt Kopchinski, Inspector Walter Gerlach, and Professional Appraiser Ken Meiselman.

Administration & Oversight Committee:

Building Official Randy Mason (Bureau Veritas), Code Enforcement Official Jerry Parker, and City Secretary Janice M. Moore.

The Council agreed to schedule a special meeting for Wednesday, July 15th at 6:00 p.m. with the city attorney and EDC to be invited.

3. Upcoming Council Agenda Items

Mayor Jessup provided an overview of the upcoming items being presented on the regular meeting agenda. He provided a brief update on the Texas Auto Direct trailer and sign.

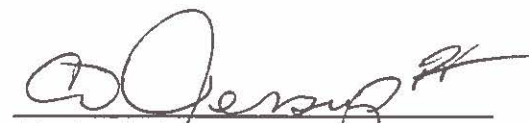
4. Adjournment

Alderman Staigle moved to adjourn the meeting at 7:20 p.m. Alderman Bezner seconded the motion, which passed unanimously.

**These minutes were approved by the
City Council on Tuesday, July 28, 2015**

ATTEST:


Janice M. Moore, City Secretary


Charles D. Jessup, IV, Mayor

{SEAL}

**CITY COUNCIL
REGULAR MEETING MINUTES
JUNE 23, 2015**

Present were: Mayor Charles D. Jessup, IV, Mayor Pro Tempore Terry J. Henley, Aldermen Steven H. Bezner, John F. Isbell, Kelle K. Mills, and Rick J. Staigle. Also present were: City Secretary Janice M. Moore, Police Chief Gary Stewart, and Public Works Director Danny Segundo.

1. Call to Order:

Mayor Jessup called the meeting to order at 7:33 p.m.

a. Pledge of Allegiance and Invocation

The Pledge of Allegiance was led by Public Works Director Danny Segundo. The invocation was led by Sergeant Richard Simmons. Alderman Kelle Mills arrived at 7:35 p.m.

b. Speaking on an Agenda Item

Mayor Jessup provided an overview of the policy.

2. Presentations: None.

3. Reports:

a. Police Department

Police Chief Gary Stewart provided an overview of the monthly statistics and activities report, which was distributed to the Council and filed with City records. He answered questions posed by the Council. Mayor Jessup gave recognition to the department for its deployment during the recent storm. Alderman Isbell inquired about a backup plan for EOC. Police Chief Stewart responded it was in process.

b. Public Works

Director Danny Segundo reported the following:

Heavy Rain Events

- May 26th heavy rain event – major flooding; Keegan's Bayou out of its banks. Street flooding in and around Meadows Place.
- Dorrance Lane water plant well motor struck by lightning.
- South Kirkwood water plant well motor struck by lightning.

- Tropical Storm Bill – June 15th Emergency Operations Center Activated.

West Airport Blvd. Update

- Arrandas Brothers has made significant progress within the pass 3 to 4 weeks, despite the heavy rainfalls in Fort Bend County, and Meadows Place. The majority of the section between US 59 and Kirkwood is completed and Arrandas Brothers are currently making progress at the intersection of West Airport and Kirkwood.
- Arrandas Brothers will begin construction near the 59 freeway once the intersections of Kirkwood and W. Airport are completed.
- Estimated date of completion - end of August.

Brighton Lane

In April, the City conducted the following street repairs (Mud Jacking) on Brighton Lane:

- 11503 Brighton Ln. – 735 sq. ft.
- 11507 Brighton Ln. – 336 sq. ft.
- 11714 Brighton Ln. – 532 sq. ft.
- 11718 Brighton Ln. – 252 sq. ft.
- 12219 & 12223 Brighton Ln. – 378 sq. ft.

Public Works was targeting street repairs on 11806 Monticeto Ct., 11903 Meadow Trail, and 12103 Sturdivant.

Sidewalk Program

The Public Works Department has identified the following addresses for sidewalk repair:

- 11902, 11927, 11935, and 11963 River Meadow Ln.
- 11802, 11803 Meadowdale Ln.

Handicap Ramps will be installed at the following addresses:

- 11902 and 11927 River Meadow Ln.
- 11802 and 11803 Meadowdale Ln.
- 12037 Brighton Ln.

Stormwater Management

Inlet repairs targeted for the following:

- 12114 Pender Ln.
- 12235 Meadow Crest

The Storm Water Management Program (SM4) was submitted in March. TCEQ has recently notified PW that the program will be accepted.

Request for Qualifications (RFQ)

- June 3rd – Request for Qualifications for Utility Operations -
Water Plant Operations
Water Distribution System
Sanitary Collection System
Wastewater Treatment Operations

- Currently conducting interviews with USW Utility Group, Si Environmental, and Severn Trent

Minor Projects

- TTC Center renovations
- Dairy Ashford Tree Trimming
- W. Airport Tree Trimming
- Kirkwood Tree Trimming

- c. Fire Department Response Statistics (May 2015) – Mayor Charles D. Jessup IV

Mayor Jessup provided an overview of the report, which was filed in City records. He reminded everyone the fire station was housed 24-7.

4. Mayor's Comments:

- a. EMS Update

Mayor Jessup announced EMS's "move in" into the TTC building was planned for June 30th. He noted the police department was moving out of the building within the next two (2) days. There will be a plumbing addition for a shower. He recognized the staff for making it happen and for Mayor Pro Tempore Henley for EDC support. Mayor Jessup said as Alderman Bezner said, "This is a big deal!"

- b. Budget Process

Mayor Jessup recognized the Council and the two (2) department heads attending the Saturday workshop regarding discussion of the following budgets: council, court, administration, and police.

- c. Letter of Support for Countywide Voting Centers

Mayor Jessup read the letter as supported and signed by all Council Members. A copy was filed with City records. He said he was proud Meadows Places played a major role.

- d. 4th of July Parade

Mayor Jessup reported Congressman Pete Olson will be in attendance; however, Former Mayor Sue Troyan would not be able to attend.

5. Council Comments: None

6. New Business:

- a. Council Ratification Policy of Invoices & Receipt of Accounts Payable Registers

Alderman Staigle moved to **approve** the policy as presented. Alderman Isbell seconded the motion, which passed unanimously.

7. Ordinances: None.

8. Resolutions:

a. Resolution 2015-12:

A RESOLUTION AUTHORIZING THE MAYOR AND THE CITY SECRETARY OF THE CITY OF MEADOWS PLACE, TEXAS, TO EXECUTE AN ADMINISTRATIVE SERVICE AGREEMENT FOR THE PURPOSE OF ESTABLISHING A 457K DEFERRED COMPENSATION PLAN WITH THE INTERNATIONAL CITY MANAGEMENT ASSOCIATION RETIREMENT CORPORATION ("ICMA-RC").

Alderman Isbell moved to **defer** Resolution 2015-12 until the July 28th meeting. Mayor Pro Tempore Henley seconded the motion and noted additional documents needing reviewing by the city attorney.

The motion passed unanimously.

b. Resolution 2015-13:

A RESOLUTION AUTHORIZING THE MAYOR AND THE CITY SECRETARY OF THE CITY OF MEADOWS PLACE, TEXAS, TO EXECUTE AN INTERLOCAL ADMINISTRATIVE AGREEMENT FOR THE CONTINUATION OF HEALTH COVERAGE (COBRA) WITH TEXAS MUNICIPAL LEAGUE (TML) MULTISTATE INTERGOVERNMENTAL EMPLOYEE BENEFITS POOL.

Mayor Jessup read the title.

Mayor Pro Tempore Henley moved to **approve** Resolution 2015-13. Alderman Staigle seconded the motion, which passed unanimously.

9. Consent Agenda:

All Consent Agenda items are considered to be routine and will be enacted by one (1) motion. There will not be discussion, unless an item is removed at the request of a Council Member.

a. Minutes:

May 26, 2015 Workshop
May 26, 2015 Regular
June 3, 2015 Special

b. Presentation of Invoices: None.

Alderman Staigle moved to **approve** the Consent Agenda. Alderman Mills seconded the motion, which passed unanimously.

10. Audience Comments *(for matters NOT on the agenda)*

Chuck McClurkin inquired about emergency plans for flooding regarding 11947 Brighton Lane, the status on the Community Development Program, and about a property with grass left in the street.

Maya McMillan expressed concern with the Barefoot n' Friday recent event music and attire.


An unidentified resident expressed concern with a safety issue regarding street parking.

11. Adjournment:

Alderman Bezner moved to **adjourn** the meeting at 8:25 p.m. Alderman Henley seconded the motion, which carried unanimously.

**These minutes were approved by the
City Council on Tuesday, July 28, 2015.**

ATTEST:


Janice M. Moore, City Secretary


Charles D. Jessup, IV, Mayor

{SEAL}

**CITY COUNCIL
SPECIAL MEETING MINUTES
JULY 15, 2015**

Council present were: Mayor Charles D. Jessup, IV, Mayor Pro Tempore Terry J. Henley, Aldermen Steven H. Bezner, Alderman John F. Isbell, Kelle K. Mills, and Rick J. Staigle. EDC present were: Bob Graf, Harry Hamilton, Kurt Kopczynski, and Clyde Little. Also present were: City Secretary Janice M. Moore, City Attorney Grady Randle, and Code Enforcement Official Jerry Parker. Residents include: Joe DeBruen, Lisa Kulhanek, and Nadya Shelton.

1. Call to Order:

Mayor Jessup called the meeting to order at 6:00 p.m.

2. Discussion:

a. Overview of the Community Development Program Process:

Code Enforcement Official Jerry Parker presented the following;

Code Enforcement started the process by identifying properties within the City that meet the criteria for a substandard building. The Code Enforcement Official (CEO) then begins the notification process by issuing warnings for violation of the substandard ordinance. Once the warnings have expired, the CEO then issues Municipal Citations to have the owner appear in court. Once the CEO starts the process in court, he usually has information that the owner has either become unable to, or is refusing to comply with our Code. If the owner is refusing to comply, then court is usually the only way to gain compliance, unless the owner sees the advantage that MPCDP offers. However, if the owner is just simply unable to comply because the property is substandard or in such disrepair, then this program becomes an option of last resort for the owner.

Currently, there are 4 homes in the city that meet the basic criteria for this program.

11946 Brighton
11930 Dorrance
11711 Bloomington
11306 Scottsdale.

There were 8, but because of efforts relating to constant communication and issuance of citation(s), they have either been sold and are under contract at this time.

12023 Blair Meadow
12334 Scarcella
12303 Hoggard
11510 Scottsdale

Code Enforcement Official Parker further noted a draft application had been created and was presented to the mayor for consideration.

Mayor Jessup noted an August 1st rollout on the new Facebook page and on the City's website. He further noted the program would start with 1 residence for the next year and evaluate the process before continuing to the next residence. He added that he believed it would impact property values in a positive way.

Alderman Isbell expressed concern for an EDC director being a member on the recommendation committee and making a recommendation to the EDC. Mayor Pro Tempore Henley objected to his concern and expressed in favor of the director, so that person would look after the interests of the EDC.

Alderman Staigle inquired about condemnation. City Attorney Randle noted the process was not included in the program. EDC Director Hamilton recommended to start with a simple rehab and a documented video could be provided to EDC and Council, which would help with the program process. Mayor Jessup distributed a modified flowchart and provided an overview.

EDC Director Kopczynski expressed concern the Public would not be excluded from knowing about any sales. Mayor Jessup and City Attorney Randle referred page 12 of the program and the Chapter 272 of the Texas Local Government Code.

b. Possible Committee Appointments:

Mayor Jessup recommended the following appointments:

Selection Committee: Mayor Charles D. Jessup IV, EDC Member Harry Hamilton, Building Official Henry Rivas, Code Enforcement Official Jerry Parker, Resident Lisa Kulhanek, and Resident 2 Joe DeBruen.

Evaluation Committee:
EDC Member Kurt Kopczynski, Inspector Walter Gerlach, and Professional Appraiser Ken Meiselman.

Administration & Oversight Committee:
EDC Member Kurt Kopczynski, Building Official Henry Rivas, Code Enforcement Official Jerry Parker, and City Secretary Janice M. Moore (permits, finance).

Mayor Pro Tempore Henley moved to **approve** the list of appointments as presented. Alderman Staigle seconded the motion, which passed unanimously.

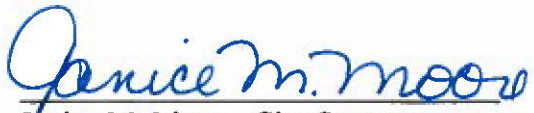
Mayor Jessup noted he would notify all of the members. City Attorney Randle added the committees would fall under the Open Meetings Act and Voting Conflict of Interest disclosure.

3. Adjournment

Mayor Pro Tempore Henley moved to adjourn the meeting at 7:40 p.m. Alderman Mills seconded the motion, which passed unanimously.

**These minutes were approved by the
City Council on Tuesday, July 28, 2015.**

ATTEST:


Janice M. Moore, City Secretary

Charles D. Jessup, IV, Mayor

{SEAL}

**CITY COUNCIL
SPECIAL MEETING MINUTES
JULY 18, 2015**

Present were: Mayor Charles D. Jessup, IV, Mayor Pro Tempore Terry J. Henley, Aldermen Steven H. Bezner, Alderman John F. Isbell, Kelle K. Mills, and Rick J. Staigle. Also present were: City Secretary Janice M. Moore, Public Works Director Danny Segundo, Accountant Anna-Maria Weston, and Interim Parks & Recreation Director Monica Parsons.

1. Call to Order:

Mayor Jessup called the meeting to order at 9:30 a.m.

2. Resolution 2015-14:

A RESOLUTION AUTHORIZING THE MAYOR AND THE CITY SECRETARY OF THE CITY OF MEADOWS PLACE, TEXAS, TO EXECUTE AN AMENDMENT TO THE ORIGINAL COOPERATION AGREEMENT (ORDINANCE 1994-21) WITH FORT BEND COUNTY FOR ITS INCLUSION IN THE IMPLEMENTATION OF THE COUNTY'S COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG).

Mayor Jessup read the title and provided a brief overview.

Alderman Staigle moved to **approve** Resolution 2015-14. Alderman Mills seconded the motion, which passed unanimously.

3. Discussion:

a. Public Works/Public Utilities Presentation

Public Works Director Danny Segundo presented the proposed budget for Public Works/Public Utilities. Adjustments were made. He answered questions posed by the Council.

Mayor Jessup announced a 7 minute lunch break. The meeting was resumed at 12:34 p.m.

b. Parks & Recreation

Interim Parks & Recreation Director Monica Parsons presented the proposed budget for Parks & Recreation. Adjustments were made. He answered questions posed by the Council.

A copy of the master budget spreadsheet is available in City records.

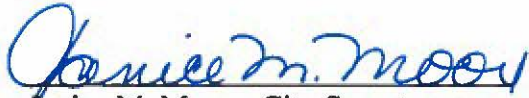
There was a discussion regarding revenues and expenditures, how the budget process relates to each fund, and about the preliminary budget numbers.


4. Adjournment

Alderman Staigle moved to adjourn the meeting at 12:53 p.m. Alderman Bezner seconded the motion, which passed unanimously.

**These minutes were approved by the
City Council on Tuesday, July 28, 2015.**

ATTEST:


Janice M. Moore, City Secretary


Charles D. Jessup, IV, Mayor

{SEAL}

**CITY COUNCIL
SPECIAL MEETING MINUTES
JULY 18, 2015 (2)**

Present were: Mayor Charles D. Jessup, IV, Mayor Pro Tempore Terry J. Henley, Aldermen Steven H. Bezner, Alderman John F. Isbell, Kelle K. Mills, and Rick J. Staigle. Also present were: City Secretary Janice M. Moore and Police Chief Gary Stewart.

1. Call to Order:

Mayor Jessup called the meeting to order at 1:05 p.m.

2. Discussion:

a. Police Officer Salaries

Mayor Jessup informed the Council he learned about other cities' police salaries following the police budget presentation. He expressed concern for another possible exodus as what occurred in the 90s. Police Chief Stewart expressed concern for two (2) police officers being currently recruited for better salaries, certification pay, and benefits. Police Officers do not want to have to work overtime. He noted the following salaries for a starting police officer:

Univ of Houston	\$50,000
Rosenberg	\$51,000
Bellaire	\$48,831
Stafford	\$50,000
Missouri City	\$59,500
West Univ Place	\$56,844

Police Chief Stewart added employees now have the opportunity to be transferred under lateral seniority. He then expressed the ongoing maintaining and recruiting problem. Mayor Pro Tem Henley commented the level of education was way up. Alderman Staigle added some cities provided a stipend for living in the City.

Alderman Bezner presented various scenarios of how to address this issue. He added the Council needed to gauge the importance of personnel coverage vs. salary adjustment. He asked Police Chief Stewart if he could give up an officer for a 20-25% increase. Police Chief Stewart responded it would not be feasible.

Mayor Jessup recommended funding the salary adjustments. Alderman Bezner expressed he would leave the City if there were problems with the police department and that he was in full support of addressing the issue.

The following was agreed upon: 1) Address issue of police officers leaving as soon as possible.
2) A possible 20% adjustment. Police Chief Stewart recommended the salary adjustment be across-the-board to include the dispatcher.

City Secretary Moore requested if the Council would consider decreasing the employee percentage contribution for medical coverage. Mayor Pro Tem Henley noted there was a change, it would apply to all employees not just police personnel.

Mayor Jessup stressed it was imperative the City move and finish the new TTC.

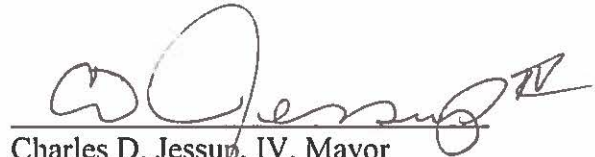
3. Adjournment

Alderman Staigle moved to adjourn the meeting at 1:42 p.m. Mayor Pro Tem Henley seconded the motion, which passed unanimously.

**These minutes were approved by the
City Council on Tuesday, August 25, 2015.**

ATTEST:


Janice M. Moore, City Secretary


Charles D. Jessup, IV, Mayor

{SEAL}

**CITY COUNCIL
WORKSHOP MEETING MINUTES
JULY 28, 2015**

Present were: Mayor Charles D. Jessup, IV, Mayor Pro Tempore Terry J. Henley, Aldermen John F. Isbell, Kelle K. Mills, and Rick J. Staigle. Also present was: City Secretary Janice M. Moore. Absent was: Steve H. Bezner.

1. Call to Order:

Mayor Jessup called the workshop to order at 6:02 p.m. Alderman Mills arrived at 6:05 p.m.

2. Discussion:

a. TMRS Presentation – Relating to the 2015-2016 Proposed Budget

Anthony Mills, TMRS, presented plan change study options for the upcoming budget. He answered questions posed by the Council. Council agreed to make a determination of how to move forward when the budget numbers get closed to finalization.

There was a brief discussion about the idea of starting social security or possibly contributing to the 457k to compete with other cities. Mayor Pro Tem Henley recommended the Council review the current benefits.

b. Discussion of Emergency Dispatch

Mayor Jessup report a recent incident of a call into dispatch from a cell phone, which was dispatched to City of Houston. He noted the average response time was 2 minutes for police, 4 minutes for EMS fire. Discussion took place on Facebook page about the incident. Mayor Jessup recommended the City educated the residents regarding the dispatch system. He announced a Sept. 3rd Neighborhood Watch Meeting at City Hall with dispatch from Fort Bend County allowing comments from the public. He also spoke about providing additional education about Fort Bend County Dispatch – i.e. fireworks not allowed in meadows place, but allowed in Fort Bend County. Alderman Isbell highly recommended presenting concrete costs of a dispatch center (labor, equipment, materials, space, etc.) to communicate to the residents who attend the meeting.

c. Rescheduling September Council Meeting Due to TML Conference

The Council agreed to schedule the Sept. 22nd workshop and regular meetings to Sept. 15th due to the TML Conference.

d. New City Facebook Page

Mayor Jessup provided a brief overview of guidelines as presented by Chris Hill of Imagination Monkey. He noted Chris as committed to writing the posts of one (1) item per week as provided in the schedule. City Secretary Moore spoke of the Open Meeting Act and Council participation in the page. Mayor Jessup noted it would be the official Facebook Page of the City of Meadows Place.

e. Update on TTC Conversion/New Training Center

Mayor Jessup noted Public Works Director Danny Segundo would complete a walkthrough Thursday or Friday. He added there was a meeting on Thursday with KBR, who would acquire cost estimates from an engineering group. Mayor Jessup further noted Alderman Isbell would be attending the meeting.

f. RFQ for Water Operations, Maintenance, Management of Municipal Water, Wastewater Collection Systems, & Wastewater Treatment Plant

Mayor Jessup spoke about the Severn Trent 60 day extension for approval on the regular agenda. He noted a decision would be finalized on the RFQ next week with the contract to be submitted for approval at the August 25th regular meeting.

3. Upcoming Council Agenda Items

Mayor Jessup provided an overview of the upcoming items being presented on the regular meeting agenda. He provided a brief update on the Texas Auto Direct trailer and sign.

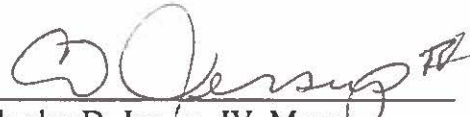
4. Adjournment

Alderman Mills moved to **adjourn** the meeting at 7:29 p.m. Mayor Pro Tem Henley seconded the motion, which passed unanimously.

**These minutes were approved by the
City Council on Tuesday, August 25, 2015.**

ATTEST:


Janice M. Moore, City Secretary


Charles D. Jessup, IV, Mayor

{SEAL}

**CITY COUNCIL
REGULAR MEETING MINUTES
JULY 28, 2015**

Present were: Mayor Charles D. Jessup, IV, Mayor Pro Tempore Terry J. Henley, Aldermen Steven H. Bezner, John F. Isbell, Kelle K. Mills, and Rick J. Staigle. Also present were: City Secretary Janice M. Moore, Police Chief Gary Stewart, and Public Works Director Danny Segundo.

1. Call to Order:

Mayor Jessup called the meeting to order at 7:33 p.m.

a. Pledge of Allegiance and Invocation

The Pledge of Allegiance was led by Alderman Rick Staigle. The invocation was led by Detective Richard Simmons.

2. Presentations: None.

3. Reports:

c. Fire Department Response Statistics (June 2015) – Mayor Charles D. Jessup IV

Mayor Jessup provided an overview of the report, which was filed in City records.

a. Police Department

Police Chief Gary Stewart provided an overview of the monthly statistics and activities report, which was distributed to the Council and filed with City records. He answered questions posed by the Council. Mayor Jessup spoke of a recent dispatch incident where a caller was sent to Fort Bend County using a cell phone. He invited all residents to attend the September Neighborhood Watch Meeting with representatives from Fort Bend County to answer questions and provide information regarding the dispatch process.

b. Parks & Recreation

Interim Director Monica Parsons reported the following:

1. Splash Night was a big success. Evaluated layout and will be making a few more changes to continue to improve the event.
2. July 4th Parade was VERY BIG this year – we had over 50 vehicles!

3. Lifeguards “Exceeded” in two of their audits – they are committed to getting back to their Platinum status. They had a night-time in-service earlier in the month and an Open In-Service demonstration last Saturday. There were only a few interested citizens in attendance, only parents of guards.
4. All of our classes and activities are experiencing higher attendance figures than the previous few years.
5. Pool parties and Community Center rentals have also increased this summer.
6. Looking forward – we have one more Barefoot N’ Friday in August and we have the Kid Fish Derby on August 22nd.

4. Mayor’s Comments:

- a. Update on TTC Conversion/New Training Center

Mayor Jessup reported the project would be completed this week. He noted plans for the new training center was in process with the EDC providing the funding to be located on West Airport Blvd.

- c. New City Facebook Page

Mayor Jessup announced the new City Facebook Page would be implemented soon. He said he was very excited about this project.

- d. Visitors from Brazil

Mayor Jessup reported about the water plan and lake visit from a Brazil engineering firm.

- b. Recent Survey on Newsletter, City Facebook Page, & Rating Meadows Place Priorities

Mayor Jessup reminded residents to participate in the survey from the link on the website until August 10th.

5. Council Comments: None

6. New Business:

- a. Approval of a 60 Day Contract Extension for Severn Trent – Water/Wastewater and Maintenance Services

Alderman Isbell moved to **approve** the 60 day extension. Mayor Pro Tempore Henley seconded the motion, which passed unanimously.

- b. Approval of the Quarterly Finance Report

Alderman Staigle moved to **approve** the report. Mayor Pro Tempore Henley seconded the motion, which passed unanimously.

c. **Approval of a City Facebook Page**

Alderman Mills moved to **approve** the City Facebook Page with guidelines as presented. Alderman Staigle seconded the motion, which passed unanimously. Mayor Jessup added one (1) item will be posted per week with the appropriate person responding to any inquiries.

d. **Approval of the Assignment Consent for Oasis Lifestyles, 11919 West Airport Blvd.**

Alderman Staigle moved to **approve** assignment consent and waive the public hearing. Mayor Pro Tempore Henley seconded the motion, which passed unanimously.

7. **Ordinances: None.**

8. **Resolutions:**

a. **Resolution 2015-12:**

A RESOLUTION AUTHORIZING THE MAYOR AND THE CITY SECRETARY OF THE CITY OF MEADOWS PLACE, TEXAS, TO EXECUTE AN ADMINISTRATIVE SERVICE AGREEMENT FOR THE PURPOSE OF ESTABLISHING A 457K DEFERRED COMPENSATION PLAN WITH THE INTERNATIONAL CITY MANAGEMENT ASSOCIATION RETIREMENT CORPORATION ("ICMA-RC").

Mayor Jessup read the title.

Alderman Staigle moved to **approve** Resolution 2015-12. Alderman Isbell seconded the motion, which passed unanimously.

b. **Resolution 2015-15:**

A RESOLUTION SUPPORTING THE TEXAS MUNICIPAL LEAGUE'S INTRODUCTION AND PASSAGE OF LEGISLATION THAT WOULD ALLOW MUNICIPALITIES THE OPTION OF SELECTING AN OFFICIAL NEWSPAPER OR AN OFFICIAL WEBSITE FOR THE MUNICIPALITY'S PUBLICATION OF OFFICIAL NOTICES REQUIRED BY LAW.

Mayor Jessup read the title.

Mayor Pro Tem Henley moved to **approve** Resolution 2015-15. Alderman Mills seconded the motion. Mayor Pro Tem Henley provided an explanation and his efforts on this issue. The motion passed unanimously.

c. **Resolution 2015-16:**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS, FORMALIZING CERTIFICATION PAY FOR THE POLICE DEPARTMENT FULL-TIME PERSONNEL AND AMENDING THE CITY'S EMPLOYEE POLICY MANUAL BY ADDING A NEW SECTION.

Mayor Jessup read the title.

Alderman Isbell moved to **approve** Resolution 2015-16. Alderman Staigle seconded the motion, which passed unanimously.

d. Resolution 2015-17:

A RESOLUTION APPROVING THE SUBMISSION OF A GRANT APPLICATION FOR BODY CAMERAS.

Mayor Jessup read the title.

Mayor Pro Tem Henley moved to **approve** Resolution 2015-17. Alderman Mills seconded the motion, which passed unanimously.

9. **Consent Agenda:**

All Consent Agenda items are considered to be routine and will be enacted by one (1) motion. There will not be discussion unless an item is removed at the request of a Council Member.

a. **Minutes:**

June 20, 2015 Budget Workshop
June 23, 2015 Workshop
June 23, 2015 Regular
July 15, 2015 Special
July 18, 2015 Special (1)

b. **Presentation of Invoices:**

Coastal Pump Service, Inc.	\$10,067.00	
Randle Law Office	\$ 6,770.41	(May)
	\$ 5,214.40	(June)

Mayor Pro Tem Henley moved to **approve** the Consent Agenda. Alderman Isbell seconded the motion, which passed unanimously.

10. **Audience Comments** *(for matters NOT on the agenda)*

Anita Ewing expressed concerns for the collections of outstanding utility bills and requested answers to several questions. Mayor Jessup requested she email him those questions, so he may respond correctly.

11. **Adjournment:**

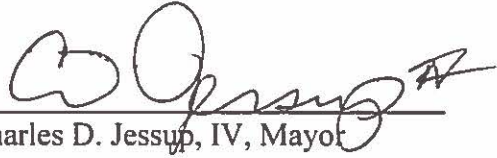
Alderman Staigle moved to **adjourn** the meeting at 8:42 p.m. Mayor Pro Tempore Henley seconded the motion, which carried unanimously.

**These minutes were approved by the
City Council on Tuesday, August 28, 2015.**

ATTEST:



Janice M. Moore, City Secretary



Charles D. Jessup, IV, Mayor

{SEAL}

**CITY COUNCIL
SPECIAL MEETING MINUTES
AUGUST 20, 2015**

Present were: Mayor Charles D. Jessup, IV, Mayor Pro Tempore Terry J. Henley, Aldermen Steven H. Bezner, Alderman John F. Isbell, Kelle K. Mills, and Rick J. Staigle. Also present were: City Secretary Janice M. Moore, Interim Accounting Specialist Oralia Naccarino, and Accountant Anna-Maria Weston.

1. Call to Order:

Mayor Jessup called the meeting to order at 6:06 p.m.

2. Discussion:

a. Executive Session:

Discussion of and Possible Action on the Position of Finance Director

Mayor Jessup opened the session at 6:06 p.m. Mayor Jessup closed the session at 6:36 p.m.

Alderman Staigle moved to **change** the accountant title to financial director and to **adjust** the salary for that position to \$33,000 with the hours increased to no more than 29 hours per week. Alderman Milles seconded the motion, which passed unanimously.

b. 2015-2016 Budget – Final Review and Possible Changes

Review and discussion took place on the following items:

- Tax rates over the last 5 years
- Explanation of the current rate, effective rate and rollback rate
- Franchise Fees
- Employee Salary & Benefits Spreadsheet (minor adjustments were made)

Council agreed to not fund the two (2) Chevrolet /Tahoes for the police department in this upcoming budget and to have the police chief drive his vehicle (1) one more year.

City Secretary Moore requested consideration of a salary adjustment for the utilities clerk, licensing & permits coordinator, and court clerk/associate judge and certification pay for the licensing & permits coordinator as a permit technician specialist.

A history of salary adjustments and certification pay from 2013 to current was distributed to the Council as a reference. A history of those new employees who were hired in the previous three (3) months before the new budget year who had and had not received the 3% salary adjustment was distributed to the Council as a reference. Letters from the three (3) administrative staff were distributed to the Council for their information.

There was extensive discussion regarding salary adjustments and certification pay to employees. Alderman Bezner requested market research in order to make a determination and suggested the hiring someone to complete a salary for non-police department employees. He also suggested funds be included in the budget in the event a determination was made at a later time. No action was taken regarding the salary adjustments requested.

The Council concluded to give \$300 education pay per year should the licensing & permits coordinator achieve the certification. The Council also concluded new employees who were hired in the months of July, August or September would not receive any salary adjustment provided in the Oct. 1st new budget year. This new policy was to be implemented as of this budget year and would be added to the employee personnel manual.

A five (5) minute break took place at 8:03 p.m.

City Secretary Moore presented minor adjustments to the administration budget, which were accepted by the Council.

c. 2015-2016 Proposed Tax Rate

Mayor Jessup reviewed the following information:

M & O	.72425
I & S	.14375
Tax Rate	.868

d. Meeting Schedule for September

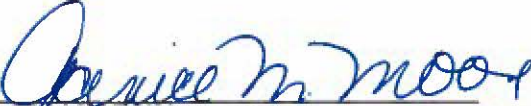
Mayor Jessup announced the public hearing for the proposed tax rate and budget for Tuesday, September 8, 2015 at 7:00 p.m. and the adoption of the tax rate, the City budget, and EDC budget was scheduled for Tuesday, September 15, 2015 at 7:30 p.m.


3. Adjournment

Alderman Bezner moved to adjourn the meeting at 8:28 p.m. Alderman Mills seconded the motion, which passed unanimously.

**These minutes were approved by the
City Council on Tuesday, September 15, 2015.**

ATTEST:


Janice M. Moore, City Secretary


Charles D. Jessup, IV, Mayor

{SEAL}

**CITY COUNCIL
WORKSHOP MEETING MINUTES
AUGUST 25, 2015**

Present were: Mayor Charles D. Jessup, IV, Mayor Pro Tempore Terry J. Henley, Aldermen Steven H. Bezner, John F. Isbell, Kelle K. Mills, and Rick J. Staigle. Also present were: City Secretary Janice M. Moore and Code Enforcement Officer Jerry Parker.

1. Call to Order:

Mayor Jessup called the workshop to order at 6:00 p.m.

2. Discussion:

a. Community Development Program 1st Committee Meeting

Mayor Jessup provided positive feedback of the committee meeting. He reported the program being one-of-a-kind and that Council, EDC, and the three (3) committees play a role in overseeing the program. He further reported the committee realized there would be some hiccups and will be able to work through them with the strength from the members. Mayor Jessup reported Alderman Isbell was present at that meeting. He added the next meeting would be dedicated to goals and then re-announced the list of members for each of the committees.

Code Enforcement Officer Parker provided an explanation of the program flow process. Mayor Jessup distributed a copy of the committee process overview to all Council Members, reviewed each item, and answered questions posed by Council and City Secretary. Code Enforcement Officer Parker reported the status of three (3) prospective residences.

b. Facebook Page Update

Mayor Jessup reported the page launch would be next week, and he was working with Imagination Monkey regarding the roll out process. Alderman Bezner inquired who was going to moderate the page. Mayor Jessup noted Imagination Monkey would check it twice per day and provide the City with notification of any activity. He added he would be one of the administrators.

c. HGAC Traffic Study Report

Alderman Staigle noted he would request a summary slide for just Dorrance Lane from HGAC. Mayor Pro Tempore Henley reported the City would receive the report the first part of September with the report to the Council to be presented at the September 15th Council meeting. Members also spoke of a tentative public meeting for October 8th from 7:00 p.m. – 8:30 p.m.

3. Upcoming Council Agenda Items

Mayor Jessup provided an overview of the upcoming items being presented on the regular meeting agenda.

4. Adjournment

Alderman Staigle moved to **adjourn** the meeting at 7:24 p.m. Alderman Mills seconded the motion, which passed unanimously.

**These minutes were approved by the
City Council on Tuesday, September 15, 2015.**

ATTEST:


Janice M. Moore, City Secretary


Charles D. Jessup, IV, Mayor

{SEAL}

**CITY COUNCIL
REGULAR MEETING MINUTES
AUGUST 25, 2015**

Present were: Mayor Charles D. Jessup, IV, Mayor Pro Tempore Terry J. Henley, Aldermen Steven H. Bezner, John F. Isbell, Kelle K. Mills, and Rick J. Staigle. Also present were: City Secretary Janice M. Moore, Police Chief Gary Stewart, and Code Enforcement Officer Jerry Parker.

1. Call to Order:

Mayor Jessup called the meeting to order at 7:35 p.m.

a. Pledge of Allegiance and Invocation

The Pledge of Allegiance was led by Harry Hamilton. The invocation was led by Chaplain Wayne Collins.

2. Presentations: None.

3. Reports:

a. Police Department

Police Chief Gary Stewart provided an overview of the monthly statistics and activities report, which was distributed to the Council and filed with City records. He answered questions posed by the Council. Police Chief Stewart introduced new Police Officer Doron Kenig and Police Reserve Ann Marie Carrizales.

b. Code Enforcement

Official Jerry Parker reported the following:

1. Violations since 5/27/2015: 425
2. Cases opened: 362 (Difference in numbers due to ability of more than 1 violation per case.)
3. Current open cases: 63
4. Actual citations issued: 23
5. Current projects are 1; tree over roadway and sidewalks. 2; outward appearance of homes: (Siding, paint, fascia, gutters and fences).
6. Top reoccurring issues:

- a. Addresses: 80
- b. Trash Cans: 48
- c. Trees: 36
- d. Grass/Weeds: 29
- e. Fascia/Siding: 26

7. Unoccupied/Vacant building total fluctuates between 24-31 at any given time. This is due to high turnover of rental properties. Avg. vacancy of 7 – 15 days. There are 8 that have been deemed long term, greater than 90 days, and have all been mailed a copy of the ordinance and given 30 – 45 days (staggered) to respond to the ordinance. Because of citations and the beginning of the substandard process, 3 home have been recently removed from the substandard/vacant list. (Hoggard, Scarcella and Blairmeadow.)

Alderman Bezner strongly recommended if the City treated pools then it should file a lien on properties. He said he would like to discuss this issue in a workshop and then inquired about the number of violations vs. the number of citations (6%) and violations per case. Code Enforcement Official Parker answered with 240 residences. Alderman Staigle clarified the number included warnings, resolved citations, complaints, etc.

Alderman Bezner noted he had received more and more feedback from residents and inquired if there was anything the City could change in its policies. He also questioned Code Enforcement Official Parker if he was overwhelmed. Code Enforcement Official Parker responded that working by districts has greatly assisted with the workload. Mayor Pro Tem Henley noted the “puck” pool treatment was to prevent health hazards and was not worth filing a lien for the \$200 - \$300; however, if there were other problems with the residence it was worth filing the lien.

Alderman Staigle inquired about funds for lost time in picking up signs and filing criminal charges. Code Enforcement Official Parker responded if it was to become an issue, he would involve the Police Department.

- c. Fire Department Response Statistics (July 2015) – Mayor Charles D. Jessup IV

Mayor Jessup provided an overview of the report, which was filed in City records.

4. Mayor’s Comments:

- a. Introduction of New Parks & Recreation Director Colene Cabezas

Mayor Jessup introduced Ms. Cabezas as the new parks and recreation director. Ms. Cabezas spoke about being a resident of the City for 10 years, spoke about her family, and said she was very excited to be employed with the City.

- b. Meadows Place Community Development Program Update

Mayor Jessup explained this was a voluntary program to refurbish, enhance, and resell homes in order to improve the beauty of the City and real estate values. He added the program would be rolled out within the next 30 days and added that each applicant was required to meet certain

criteria. Mayor Pro Tem Henley stressed the program was strictly volunteer and gives the resident another option.

c. August 22nd Kid Fish Event

Mayor Jessup reported a successful event. He thanked Texas Parks & Wildlife for attending, the Parks & Recreation Assistant Monica Parson for organizing the event, and the Police Department for its presence. Mayor Jessup also thanked Alderman Isbell and Bezner for stepping up.

d. West Airport Reconstruction Project Status

Alderman Staigle reported the contractor had scheduled a Sept. 10th signal turn-on with all lanes open. He further reported the contractor would take 2-3 weeks regarding a final punch list of outstanding items, ramps, sod, etc. Alderman Staigle stated there would be \$30,000 in liquidated damages for missing the deadline of completion. Mayor Jessup thanked Alderman Staigle for his participation and insight in understanding the project.

e. September Council Meetings Rescheduled

Mayor Jessup announced a change in the September meetings with the following dates: Sept. 15th at 6:00 p.m. for the workshop and 7:30 p.m. for the regular meeting.

f. Process Overview of Proposed Tax Rate

Mayor Jessup provided a brief overview of the process and thanked all department heads, City Secretary Janice Moore, the finance staff, and Council with multiple changes and finalization of the proposed budget and tax rate.

5. Council Comments: None

6. New Business:

a. Reschedule Sept. 22nd Council Workshop & Regular Meeting to Sept. 15th

Alderman Isbell moved to **reschedule** the Sept. 22nd Workshop and Regular Meeting to Sept. 15th. Alderman Staigle seconded the motion, which passed unanimously.

b. Discuss Proposed Tax Rate and Take a Record Vote

Mayor Jessup announced the following breakdown of the proposed tax rate:

M & O	.72425
I & S	.14375
Proposed Tax Rate:	0.868

Voice Vote Taken on Proposed Tax Rate:

Alderman Bezner	Aye
Alderman Isbell	Aye
Alderman Mills	Aye
Alderman Staigle	Aye
Mayor Pro Tem Henley	Aye

c. Announcement of Budget Public Hearing Dates, Times & Locations

Alderman Bezner moved to **schedule** Sept. 8th at 7:00 p.m. for the proposed budget and proposed tax rate hearings. Alderman Mills seconded the motion, which passed unanimously.

d. Certification of 2015 Tax Year Appraisal Roll & New Property Value

Mayor Pro Tem Henley moved to **accept** the certification. Alderman Staigle, seconded the motion, which passed unanimously.

7. **Ordinances:**

a. Ordinance 2015-14:

AN ORDINANCE AMENDING CHAPTER 153 OF THE CODE OF ORDINANCES OF THE CITY OF MEADOWS PLACE, TEXAS, ENTITLED "PLANNING AND ZONING REGULATIONS," TO REQUIRE SPECIFIC USE PERMITS FOR HOTELS, MOTELS, CHURCHES, SCHOOLS, AND DAY CARE CENTERS; PROVIDING A PENALTY; PROVIDING FOR REPEAL; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Mayor Jessup read the title. Alderman Isbell moved to **adopt** Ordinance 2015-14. Alderman Mills seconded the motion, which passed unanimously.

8. **Resolutions:**

a. Resolution 2015-18:

A RESOLUTION AUTHORIZING THE MAYOR AND THE CITY SECRETARY OF THE CITY OF MEADOWS PLACE, TEXAS, TO EXECUTE A PROFESSIONAL SERVICES CONTRACT WITH USW UTILITY GROUP FOR WATER OPERATIONS, MAINTENANCE, MANAGEMENT OF MUNICIPAL WATER, WASTEWATER COLLECTION SYSTEMS, & WASTEWATER TREATMENT PLANT.

Mayor Jessup read the title. Alderman Bezner moved to **approve** Resolution 2015-18. Vice President Scott Spidle and Regional Manager Terry Schoener of USW introduced themselves. Alderman Staigle seconded the motion, which passed unanimously.

9. **Consent Agenda:**

All Consent Agenda items are considered to be routine and will be enacted by one (1) motion. There will not be discussion unless an item is removed at the request of a Council Member.

a. Minutes:

July 18, 2015 Special (2nd)
July 28, 2015 Workshop
July 28, 2015 Regular

b. Presentation of Invoices:

Joe Salvide	\$19,175.00
Level Pro Home Services	\$ 8,800.00
Randle Law Office	\$ 6,411.17

Mayor Pro Tempore Henley moved to **approve** the Consent Agenda. Alderman Staigle seconded the motion, which passed unanimously.

10. Audience Comments (*for matters NOT on the agenda*)

Anita Ewing read a letter (as distributed to the Council) concerning the water utility billing process and noted a lack of response to her questions via email to the mayor. Mayor Jessup spoke about the process and tried to answer Ms. Ewing's inquiries.

Larry Ewing inquired about the unfinished repair on Dorrance Lane. Alderman Staigle reported the drainage district started the repair regarding flooding and bank failures and were trying to get back to the project.

Chuck McClurkin inquired about the status of the Texas Direct Auto Building design. He also spoke about the issue of TDA unloading and loading cars on Dorrance Lane and inquired about status of the contractor bid. Alderman Staigle noted the bid from a private contractor came in significantly more than anticipated and now the City was seeking county assistance.

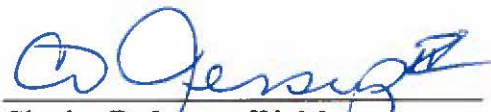
11. Adjournment:

Alderman Staigle moved to **adjourn** the meeting at 8:47 p.m. Mayor Pro Tempore Henley seconded the motion, which carried unanimously.

**These minutes were approved by the
City Council on Tuesday, September 15, 2015.**

ATTEST:


Janice M. Moore, City Secretary


Charles D. Jessup, IV, Mayor

{SEAL}

**CITY COUNCIL
SPECIAL MEETING MINUTES (1)
SEPTEMBER 3, 2015**

Present were: Mayor Charles D. Jessup, IV, Mayor Pro Tempore Terry J. Henley, Aldermen John F. Isbell, Kelle K. Mills, and Rick J. Staigle. Also present was: City Secretary Janice M. Moore. Absent was: Alderman Steven H. Bezner.

1. Call to Order:

Mayor Jessup called the special meeting to order at 7:02 p.m.

2. Public Hearing:

a. Proposed Budget 2015-2016

Mayor Jessup and Alderman Staigle both provided a detailed overview of the proposed budget. A copy was filed in City records and posted on the City's website.


Connie and Donald Hougland recognized the Council for their efforts regarding the budget process and running the City on a six million dollar budget. Mrs. Hougland spoke highly of the City of Meadows Place as a longterm resident and of the positive experience with the Police Department.


3. Adjournment:

Mayor Pro Tem Henley moved to **adjourn** the meeting at 7:12 p.m. Alderman Staigle seconded the motion, which passed unanimously.

**These minutes were approved by the
City Council on Tuesday, September 15, 2015.**

ATTEST:


Janice M. Moore, City Secretary


Charles D. Jessup, IV, Mayor

{SEAL}

**CITY COUNCIL
SPECIAL MEETING MINUTES (2)
SEPTEMBER 3, 2015**

Present were: Mayor Charles D. Jessup, IV, Mayor Pro Tempore Terry J. Henley, Aldermen John F. Isbell, Kelle K. Mills, and Rick J. Staigle. Also present was: City Secretary Janice M. Moore. Absent was: Alderman Steven H. Bezner.

1. Call to Order:

Mayor Jessup called the special meeting to order at 7:17 p.m.

2. 2nd Public Hearing:

a. Proposed Tax Rate 2015-2016

Mayor Jessup read the legal notice of the 2015 tax year proposed tax rate. A copy was filed with City records and posted on the City's website.

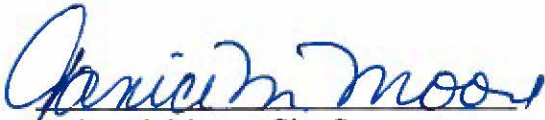
No comments were received from the Public or the Council.


3. Adjournment:

Alderman Staigle moved to **adjourn** the meeting at 7:21 p.m. Alderman Mills seconded the motion, which passed unanimously.

**These minutes were approved by the
City Council on Tuesday, September 15, 2015.**

ATTEST:


Janice M. Moore, City Secretary


Charles D. Jessup, IV, Mayor

{SEAL}

**CITY COUNCIL
SPECIAL MEETING MINUTES
SEPTEMBER 8, 2015**

Present were: Mayor Charles D. Jessup, IV, Mayor Pro Tempore Terry J. Henley, Aldermen Steven H. Bezner, John F. Isbell, Kelle K. Mills, and Rick J. Staigle. Also present was: City Secretary Janice M. Moore.

1. Call to Order:

Mayor Jessup called the special meeting to order at 7:00 p.m.

2. 2nd Public Hearing:

a. Proposed Tax Rate 2015-2016

Mayor Jessup read the legal notice of the 2015 tax year proposed tax rate. No comments were received from the Public or the Council.

3. Adjournment:

Alderman Bezner moved to **adjourn** the meeting at 7:06 p.m. Mayor Pro Tem Henley seconded the motion, which passed unanimously.

**These minutes were approved by the
City Council on Tuesday, September 15, 2015.**

ATTEST:


Janice M. Moore, City Secretary


Charles D. Jessup, IV, Mayor

{SEAL}

**CITY COUNCIL
WORKSHOP MEETING MINUTES
September 15, 2015**

Present were: Mayor Charles D. Jessup, IV, Aldermen Rick J. Staigle, John Isbell, and Kelle K. Mills. Also present were: City Secretary Janice Moore and Chief Gary Stewart.

1. Call to Order

Mayor Jessup called the meeting to order at 6:03 p.m.

2. Discussion:

a. Tour of the Police Department

Council took a tour of the Police Department and made note of all improvements, paint, some shelving removed to open more space, fire panel in new location, camera and sound in conference room/interrogation room, new sealant on tile-stripped and waxed, new cabinets for added storage, more support/stability, and security etc.

Viewed pictures of before and compared the changes. Major improvement.

Chief Stewart noted that he still wanted to do a few more things to complete the project. However, he is pleased with the work that has been done.

b. Public Meeting on Kirkwood Road Renovation

Mayor Jessup spoke about Allen Clarke of HGAC presenting the preliminary report at the regular meeting. Tentative public meeting scheduled for October 15, 2015 upon confirmation of availability from HDR & HGAC. There will be different stations and availability for residents to speak with experts. Meeting will focus on safety, cost, aesthetics, traffic flow, and visual comparatives. Should last approximately an hour and a half.

If anyone has questions that weren't answered in the public meeting, residents can complete comment cards, answers will be provided by HGAC or HDR, expected to have them returned in 10 days with answers to all of the public questions. Not an open forum. Comment cards will be given to HDR to include in their report.

Staigle commented that scheduling October 15 is so that council can review the report to be prepared for the meeting and get all questions council may have answered.

c. Discussion of Adopting Policy for Capitalization of Assets

Mayor Jessup explained that Anna Maria-Weston discovered that we were not capitalizing all of our assets. We started adding assets. We are adopting a policy based on a dollar value.

Alderman Rick Staigle inquired about roads and sidewalks, because he didn't see it in the depreciation schedule.

Alderman Staigle stated that roads and sidewalks should be added to the depreciation schedule.

Mayor Jessup agreed and stated that it should be adopted with the change. Road and sidewalks for 30.

d. EDC Member Vacancy

Mayor Jessup informed that David Lantz retired and now we have a vacancy in EDC. He explained that the vacancy has been advertised to the public and should have a nominee by November and will run before council. The selection will be announced in the newsletter, website, and on Facebook.

City Secretary Janice Moore, explained that if we wait until November, the selectee will not be on the same term as the rest of the members, as the other members' 2 year terms expire in January 2016.

Mayor Jessup and Staigle explained that the selected member will be put in on an interim term to finish the unoccupied time, then everyone can be elected at the same time.

e. Facebook Announcements

Mayor Jessup explained we had a good response. However, he mentioned a resident complained that they didn't like the Facebook page because they were unable to comment. Mayor Jessup said it was simply an error on his phone, and he was able to comment.

Mayor Jessup explained that he's been able to respond to the Facebook page comments, particularly regarding the water bills. We have responded to their concerns. He said he posted a status instructing residents to call City Hall or contact public works director Danny Segundo regarding their water bill.

John Isbell explained that his water bill is \$100 higher and his water is turned off in the yard and he might need a re-read.

Mayor Jessup explained that it probably already has been re-read and that all of the meters that have been re-read are showing that they are correct. Mayor Jessup stated that he is satisfied that we are providing accurate information. He explained, that any requests for checking.

Alderman Isbell, noted that he noticed 3 meters have been knocked over with wires/boxes exposed.

Mayor Jessup explained starting October 1 will be a regular rotation of notices going out approximately once a week on Facebook.

Imagination Monkey created an annual calendar of specific things that will be posted on Facebook once a week.

Mayor Jessup stated that the City of Meadows Place Facebook page has 223 likes.

He stated that we should encourage residents to like the Facebook page. Other people are welcome to like the page, however the page is created to reach members of the community.

He stated that we will have a photo entry, and it will be selected by possibly, Colene Cabezas of Parks & Recreation and will be posted as the Facebook page back-drop photo for a month as a tool to get the residents involved.

f. Experience Works

Mayor Jessup stated that Parks & Recreation Director Colene Cabezas suggested that we utilize Experience Works. It's a program to improve lives of low-income and older workers. Began in 1965 and started as Green Thumb in rural areas. Senior Community Service Employment Program has taken it over and it is the largest program offered by Experience Works. It's a federally funded program designed for adults who are 55 and older. It's funded under the Title V Older Americans Act and gives seniors the opportunity to receive minimum wage while improving their job skills at local agencies.

He explained that Cabezas has used the Senior Community Service Employment Program in Pearland in several areas within the Parks & Recreation department there. Some of it is skilled labor and some is not, it all depends on who is in the work-pool at the time.

For some, this program is utilized for quite some time, because within this program seniors are only allowed to work half a day and transportation is provided. If there is an opening, they can go full time.

Mayor Jessup noted that we can get additional man-power and it won't cost the city to have people work in different departments.

All fees are paid by Experience Works, they provide 20hrs/week. City can interview potential candidates. If they don't fit, you don't have to hire them. If there are any issues, experience works handles all of the personnel issues.

Opportunities for use:

- Parks Assistant
- Office Clerical
- Customer Service
- Marketing Assistant
- Grant Writer

Mayor Jessup expressed he will inquire about it during the TML conference and get a feel for what other cities think about it and who uses it. He explained that the only downside is that you may have to wait in line to get someone.

Alderman Isbell stated that it sounds like a good program.

Mayor Jessup explained that it would likely be used for routine tasks in the Parks department to free Danny to utilize his skills and times on other tasks. He expressed his excitement and mentioned that if anyone thinks of any further uses of this program, to make the suggestions.

3. Upcoming Council Agenda Items

Mayor Jessup provided an overview of the upcoming items being presented on the regular meeting agenda.

4. Adjournment

Alderman Kelle K. Mills moved to **adjourn** the meeting at 7:10 p.m. Alderman Rick Staigle seconded the motion, which passed unanimously.

**These minutes were approved by the
City Council on Tuesday, October 27, 2015.**

ATTEST:

Kristal C. Threatt, Administrative Clerk



Charles D. Jessup, IV, Mayor

{SEAL}

**CITY COUNCIL
REGULAR MEETING MINUTES
SEPTEMBER 15, 2015**

Present were: Mayor Charles D. Jessup, IV, John F. Isbell, Kelle K. Mills, and Rick J. Staigle. Also present were: City Secretary Janice M. Moore, Police Chief Gary Stewart, Public Works Director Danny Segundo, Former Mayor Mark McGrath, Sgt. Richard Simmons, USW representatives Scott Spidell, and Corey Bostick. Absent were: Mayor Pro Tempore Terry J. Henley and Aldermen Steven H. Bezner.

1. Call to Order:

Mayor Jessup called the meeting to order at 7:33 p.m.

a. Pledge of Allegiance and Invocation

The Pledge of Allegiance was led by Scott Spidell. The invocation was led by Sgt. Simmons.

2. Presentations:

a. Recognizing Beverly McMinn, Court Clerk/Assoc. Judge, for 25 Years of Service

City Secretary Janice M. Moore presented Beverly with the pendant, flowers and a certificate. City Secretary Janice M. Moore explained the city's history of awarding employees for 5, 10, 15, 20, and 25 years of service. Moore explained the duties of Court Clerk/Assoc. Judge, Beverly McMinn. Moore commended McMinn for her enthusiasm and her ability to embrace change.

Former Mayor Mark McGrath expressed his amazement and explained that appointing McMinn as Associate Judge was one of the best decisions he's ever made

Mayor Charles Jessup expressed his appreciation for her as Court Clerk and Associate judge.

Court Clerk/Assoc. Judge Beverly McMinn expressed her gratitude to the Mayor and the City for her 25 years of service.

Mayor Jessup explained that Beverly keeps the City of Meadows Place steadfast and running smoothly and eager to help.

3. Reports:

a. Police Department – Chief Gary Stewart

Chief Gary Stewart reported:

1. Accidents: 6
2. Arrests: 4
3. Calls for service: 981
4. Reports: 26
5. Citations: 202
6. Charges: 285
7. Warnings: 56
8. Charges: 58
9. Total Activity Count: 13,060
10. Activity
 - a. Burglaries of Motor Vehicles: 2
 - b. Residential Burglaries: 0
 - c. Business Burglaries: 0
 - d. Robberies: 0
 - e. Business Checks: 262
 - f. House Watches: 132
 - g. Property Checks: 386
 - h. TLC Program: 20 passed & 13 failures: Total 33
11. Special Programs:
 - a. Neighborhood Watch-September 17: Emergency Dispatch
 - i. Fort Bend County Sherriff's office will be present to answer questions

Mayor Jessup urged residents to attend the next neighborhood watch meeting regarding dispatch service.

- b. National Night Out-October 6th, 6-8 p.m.
 - c. Meadows Place Zombie Laser Tag
12. Comments on Reports/Activity
 - a. 0 residential burglaries, in commercial or robberies
 - b. 2 BMV (both were in residential area)
 - i. Suspect is the same in both and was confronted by homeowner, fled by foot
 - ii. Search of the area was conducted and suspect left bicycle & dog
 - iii. Pd is actively investigating all evidence
 - c. 2 thefts (both in commercial district)
 - d. 0: Stolen vehicles
 - e. 1 assault family violence
 - f. Arrest: 1 theft, 1 TCIC warrant, 1 unauthorized carrying of weapon, 1 public intoxication, 1 DWI.
13. Response to Police Threats
 - a. Police Dept. has made adjustment to how police officers respond to calls and back-up as officer requirements to keep officers safe

- b. Adjusted schedule to maintain a safe contingent of officers on the street as an additional safety measure

b. Public Works – Danny Segundo

1. West Airport Update

- a. Aranda brothers street revitalization project
- b. 90-95% project completion: irrigation and sidewalks still need to be repaired.
- c. Reshaping of medians at the entrance of Meadows Place next to US59
- d. Estimate of completion in 6-8 weeks- final walk-through has yet to be conducted

Staigle explained that there was an initial due date of September 10 and that it was postponed due to rain. He inquired to Danny Segundo if Tex-dot gave an update to him.

Danny Segundo responded that Tex-dot-estimated it would be 2 weeks, if there is no more rain, before the lanes would be completed. He stated that the pour still needs to be completed.

2. USW

- a. Transition from Severn Trent to USW was smooth.

Staigle noted to USW that there is a pipe connection to City of Houston, requested that the valve stays closed, otherwise City of Meadows Place pumps water into City of Houston and it is expensive.

Danny Segundo inquired if Staigle knew where the valve was located. Mayor Jessup responded, yes. Staigle added that it happened in the past and cost the city \$10,000.

3. Capital Improvements Plan

- a. Wastewater Treatment Plant
- b. Identifying Projects
- c. Will be presented in December

4. Sidewalk Project

- a. Completed
- b. Spent \$20,000.00
- c. Goal for next year: Identify sidewalk issues, trip hazards, handicap ramps (5-10% more)

5. Street Repairs

- a. Currently at \$25,000
- b. 2 small projects will be completed within the month – approx. \$9,000-10,000 expected expenditures

6. City irrigation review of Dairy Ashford

- a. Completed review
- b. Identified issues
 - 1. Batteries out
 - 2. Sprinkler heads
 - 3. Meter leaks
 - 4. Main line breaks
- c. Scheduled for next physical year

Staigle noted to Danny Segundo that northbound Dairy Ashford between Airport and Dorrance the curb is entirely exposed and the pavement is buckling. Staigle suggested that it get repaired and volunteered that if Segundo can't locate the location, that he will assist him in locating it.

Segundo asked for clarification of the location. Staigle stated that it was northbound Dairy Ashford between Brighton and Dorrance.

7. Water/Sewer Updates

- a. Main breaks in distribution system since February
Main Break Defined: Water is out 2-4 hours, requires digging up and excavation and repairing main line (not service line repairs)
 - 1. Reported 11 main breaks
 - 2. Cost approx. \$2,900
 - 3. Total cost: \$32, 131
- b. Sewer Point Repairs
 - 1. Low occurrence due to the city investing in Citroform sewer lines
 - 2. 2 point repairs
 - i. \$2,300 each
 - ii. \$4,600 total
 - 3. Inspecting water tanks
 - i. Corrosion issues
 - ii. Annual inspections

Mayor Jessup inquired on the time estimated for tank inspections. USW responded that it takes approximately a week. Mayor Jessup inquired if the other two wells will be functional during inspection. Danny Segundo, responded yes. Mayor Jessup stated that this means that City of Meadows Place will have more than enough water and more than enough pressure even with one tank down. USW agreed.

Mayor Jessup stated that Meadows Place is in good shape.

Danny Segundo stated that his presentation is concluded.

- c. Fire Department Response Statistics (August 2015) – Mayor Charles D. Jessup IV
 - 1. Report
 - a. Big antenna at the end of TTC(Kirkwood Building) blew down in the storm and did some damage

Mayor Jessup asked Danny Segundo what the status was on that issue. Danny Segundo explained that he's getting bids on it.

- 2. Activity from last month
 - a. EMS calls: 24
 - b. Fire Carbon Monoxide Alarms: 3
 - c. Motor Vehicle Accident: 1
 - d. All other Fire Related: 1
 - e. Total 29
 - 1. Incidents reported during weekday hours: 11
 - 2. Incidents reported during weeknight hours: 6
 - 3. 8 during weekend day
 - 4. 4 during weekend night hours

f. Fire Inspections

1. 5 site, 2 hydrotest, 2 plan reviews
 - i. Suya Hut
 - ii. Sterling McCall
 - iii. Group Home
 - iv. Sugar grove Christian academy

4. Mayor's Comments:

- a. Meadows Place in Top 10 Again

Mayor explained that there was an article that stated that Texas is the one of the most affordable states to settle down in the entire country.

There was a list of towns that are 'easy on your wallet and incredibly safe'. Using data from AreaVibes.com they brought ten of the 'Cheapest Greatest Places to Live in the Lone Star State'. The City of Meadows Place ranked #9 on the list.

Mayor Jessup stated that he consulted with Kurt of Martha Turner Sotheby Realty Company to see what he thought about what's happening with City of Meadows Place. Mayor stated Kurt informed him that Meadows Place was known in this area for being an innovative, progressive city, that's maintaining a nice, comfortable, cozy style of living.

- b. Thank Council, Staff & Department Heads for Budget

Mayor Jessup thanked council and staff for their patience during long budget season and managing meetings and work up to the last minute.

- c. Facebook Update

City of Meadows Place has an official Facebook. In October, there will be regular postings once a week from different department heads about different events. Mayor Jessup urged residents to 'like' the Facebook page.

- d. Parks & Recreation Director Colene Cabezas Selected as a Member of the Meadows Place Elementary Campus Based Leadership Team

Mayor stated that he was previously a member and understands the role and its significance. He explained that Colene working with the school will fill the need of the youth and give insight on what we can do for our Parks & Recreation Department.

- e. City Secretary Janice M. Moore and Parks & Recreation Assistant Monica Parsons Recognized as Recipients of the TML Leadership Academy 2015 Leadership Fellow Award

Mayor read the certification and descriptions of courses and explained that it was a lot of work to achieve and expressed his gratitude. He explained that Moore and Parsons' training will help the city.

5. Council Comments: None

6. New Business:

- a. Designation for the Texas Municipal League Intergovernmental Employee Benefits Pool (TMLIEBP) 2015 Board of Trustee Election

Rick motioned to designate City Manager of Deer Park, Jay Stokes as trustee for TMLIEBP Region 14, 2015 Board. Motion seconded by John Isbell. Motion passed unanimously.

- b. HGAC Traffic Study Report for Kirkwood Road

Director of Transportation Planning Alan Clarke of HGAC explained that there are different design options for Kirkwood Road, there are 8 different ways it could be designed. Allen Clarke suggested an Open House – so residents can express concerns about safety and alternatives.

Clarke explained that the report is a draft. When City decides what they prefer, more evaluation to come. Explained that there are traffic simulations that help examine where traffic issues lie.

Mayor stated that the City does want to proceed and that Council is simply receiving the data and report. Tentative open house date of Oct 15th to discuss cost comparisons, safety, traffic flow, environmental impact, and have visual comparatives.

Clarke provided copy of the executive summary with the flash drive containing a more detailed document.

7. Ordinances:

- a. Ordinance 2015-15:

AN ORDINANCE ADOPTING THE FISCAL 2015-2016 BUDGET FOR THE CITY OF MEADOWS PLACE, TEXAS, AND APPROPRIATING THE SEVERAL SUMS SET UP THEREIN TO THE OBJECTS AND PURPOSES THEREIN NAMED.

Rick Staigle raised question about the language in the ordinance. Mayor Jessup called a momentary break for deliberation.

After deliberation, Mayor Jessup and Rick Staigle explained that it is 8.77% increase.

Rick Staigle moved to adopt Ordinance 2015-15, Kelle K. Mills seconded the motion. None opposed. Motion passed unanimously.

- b. Ordinance 2015-16:

AN ORDINANCE LEVYING A TAX RATE FOR THE CITY OF MEADOWS PLACE, TEXAS FOR THE TAX YEAR 2015.

John Isbell moved to adopt Ordinance 2015-16, Kelle K. Mills seconded the motion. None opposed. Motion passed unanimously.

- c. Ordinance 2015-17:

AN ORDINANCE APPROVING THE FISCAL 2015-2016 BUDGET FOR THE CITY OF MEADOWS PLACE ECONOMIC DEVELOPMENT CORPORATION AS ADOPTED BY THE BOARD OF DIRECTORS AT ITS SEPTEMBER 10, 2015 REGULAR MEETING.

09-15-15 COUNCIL REGULAR MINUTES

Rick Staigle moved to adopt Ordinance 2015-17, John Isbell seconded the motion.

Mayor Jessup expressed that he was very proud of the EDC. He stated that EDC makes a huge difference in Meadows Place. New programs, new facilities, and capital expenditures.

None opposed. Motion passed unanimously.

d. Ordinance 2015-18:

AN ORDINANCE OF THE CITY OF MEADOWS PLACE, TEXAS, PROVIDING FOR A SCHEDULE OF FEES; REPEALING ALL ORDINANCES OR RESOLUTIONS IN CONFLICT HERewith; PROVIDING A PENALTY; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

John Isbell moved to adopt Ordinance 2015-18, Kelle K. Mills seconded the motion. None opposed. Motion passed unanimously.

8. Resolutions:

a. Resolution 2015-19:

A RESOLUTION OF THE CITY COUNCIL OF MEADOWS PLACE, TEXAS, APPOINTING ONE (1) ALTERNATE MEMBER TO THE PLANNING AND ZONING COMMISSION.

Rick Staigle moved to approve the appointment of Mark McGrath as an alternate member of the Planning and Zoning Commission, John Isbell seconded the motion. None opposed. Motion passed unanimously.

b. Resolution 2015-20:

A RESOLUTION AUTHORIZING THE MAYOR AND THE CITY SECRETARY OF THE CITY OF MEADOWS PLACE, TEXAS, TO EXECUTE AN AGREEMENT WITH HDR ENGINEERING, INC. FOR GEOGRAPHIC INFORMATION SYSTEM (GIS) HOSTING SERVICES.

Rick Staigle moved to approve Resolution 2015-20, Kelle K. Mills seconded the motion. None opposed. Motion passed unanimously.

c. Resolution 2015-21:

A RESOLUTION ADOPTING POLICIES FOR CAPITALIZATION AND DEPRECIATION OF CITY OF MEADOWS PLACE ASSETS.

Amendment: Adding street and sidewalks for 30 year depreciation

Rick Staigle motioned to approve Resolution 2015-21 as amended, Kelle K. Mills seconded the motion. None opposed. Motion passed unanimously.

d. Resolution 2015-22:

A RESOLUTION APPROVING THE 2015-2016 CITY OF MEADOWS PLACE INVESTMENT POLICY AND STRATEGY GUIDELINES.

Rick Staigle motioned to approve Resolution 2015-22, Kelle K. Mills seconded the motion. None opposed. Motion passed unanimously.

9. Consent Agenda:

All Consent Agenda items are considered to be routine and will be enacted by one (1) motion. There will not be discussion, unless an item is removed at the request of a Council Member.

a. Minutes:

August 20, 2015	Special	September 3, 2015	Special (1)
August 25, 2015	Workshop	September 3, 2015	Special (2)
August 25, 2015	Regular	September 8, 2015	Special

b. Presentation of Invoices:

Lone Star Products & Equipment LLC	\$ 7,423.00
Randle Law Office, Ltd, L.L.P. (July & Aug)	\$12,338.39
Texas Hydrant Services	\$ 8,365.00

John Isbell moved to pass the consent agenda, Rick Staigle seconded. None opposed. Passed unanimously.

10. Audience Comments *(for matters NOT on the agenda)*

Former Mayor, Mark McGrath thanked the Council for the P & Z appointment. McGrath inquired if the HGAC study documentation will be posted on the City's website.

Mayor responded, as soon as we determine what we have and how to get it up there.

McGrath noted that it seems we will have a summary and a detailed analysis. He requested that both the summary and detailed analysis be posted on the website.

Mayor Jessup explained that the City plans to post both the summary and the report on the website.

McGrath noted that the discussion that took place with regard to passing the budget – took too long. He explained that it should be figured out before the meeting not during the meeting. He explained that it is beyond his experience.

Mayor Jessup responded that his comments are duly noted.

Mayor – explained further about Resolution 2015-22. City of Meadows Place was awarded certificate of distinction for its investment policy. 1 out of 24 cities.

City secretary Janice Moore and Anna Maria Weston both submitted the city for certification. It can be renewed every two years.

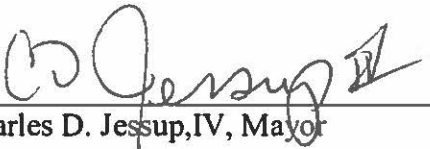
11. Adjournment

Kelle K. Mills moved to **adjourn** the meeting at 8:50 p.m., Rick Staigle seconded. None opposed. Passed unanimously.

**These minutes were approved by the
City Council on Tuesday, October 27, 2015.**

ATTEST:

Kristal C. Threatt, Administrative Clerk



Charles D. Jessup, IV, Mayor

{SEAL}

**CITY COUNCIL
SPECIAL MEETING MINUTES
OCTOBER 12, 2015**

Present were: Mayor Charles D. Jessup, IV, Mayor Pro Tempore Terry J. Henley, Aldermen Steven H. Bezner, John F. Isbell, Kelle K. Mills, and Rick J. Staigle. Also present were: City Attorney, Grady Randle and City Secretary Janice Moore.

1. Call to Order

Mayor Charles D. Jessup called the special meeting to order at 6:33 p.m.

2. Discussion and/or Action Regarding the Appointment, Employment, Evaluation, Reassignment, Duties, Discipline, or Dismissal of the City Secretary

Mayor Jessup explained that City Secretary Janice Moore reports to him, but works at the will of council. Mayor explained that there are three options: The status quo, termination due to lack of confidence which takes a supermajority of 4 votes, or acceptance of Janice Moore's resignation if offered upon acceptance of terms and conditions as accepted by City Attorney, Grady Randle.

Mayor Pro Tempore Terry J. Henley motioned to dismiss City Secretary, Janice Moore immediately for lack of confidence. Rick J. Staigle seconded the motion. Mayor called for discussion and recognized the following people who had signed up to discuss this topic.

- Robert (Bob) Dybala 11922 Cedar Form Lane spoke on behalf of Janice Moore. First, he inquired for clarification about Janice Moore's grounds for dismissal being confidence or competence. Mayor Jessup reiterated that it is due to 'lack of confidence'. Mr. Dybala said Janice was professional and competent. Robert explained that Janice Moore met him in Rosenberg to help get EDC money paid to the lumberyard without taxes. Said she was very helpful. Expressed his pleasure in his dealings with her in the past.
- Parks & Recreation Assistant, Monica Parsons spoke on behalf of Janice Moore. Monica explained that Jan brought competency and new professionalism to the city that was not there previously. Monica expressed that council members should witness her work in person to observe her before making the decision. She expressed her concern that decisions are being made based on reports from others and not from actual observation. She explained that making decisions this way is wrong.
- Permits Clerk, Mimi Boos of 12123 Brighton expressed agreement with Monica Parsons. She expressed that the decision for termination should be made after witnessing her work in person and not 'hearsay'. She explained that in her opinion, Janice Moore is the best City Secretary

the City of Meadows Place has had during her employment. Mimi stated, while Janice Moore can be blunt and in your face, it has made her a better employee.

- Administrative Assistant, Kristal Threatt stated that Janice Moore has a done a lot to cultivate good working relationships with everyone she works with on a day-to-day basis. Kristal explained, that Janice jumps in to help others and is a very hands-on manager. Kristal expressed that Janice is progressive and constantly working to enhance the resources for the city. Particularly, advancing Utilities, Court, and Permits departments.
- Accounting Clerk, Oralia Naccarino said Jan is a hard worker and works intimately with different departments. She explained Janice's willingness to help when we are short-staffed to allow for the rest of the staff to handle their own workload so they don't get behind. She expressed that Jan values training to help staff be more valuable. Oralia explained that Jan encourages independent thinking and holds staff meetings on a regular basis to keep everyone on the same page and brings positive energy to the staff. Naccarino expressed her hope that City Council reconsider their decision; although, she claimed, the decision was already made. She expressed that she and Jan have made plans for the future to help the city and hopes that Jan is granted the opportunity to follow through on those plans.
- City Secretary, Janice Moore stated that she filed a complaint against Mayor Jessup for the following reasons:
 - a. Verbal abuse and disrespect to employees
 - b. Bullying and intimidating employees
 - c. Failure to follow employee personnel manual
 - d. Showing favoritism to employees through salary adjustments
 - e. Creating liabilities for the city
 - f. Withholding information from the city council
 - g. Lack of knowledge regarding open records act and Human Resource practices
 - h. Failure to complete state required investment policy education
 - i. Creating a negative work environment by not addressing employees complaints and concerns

City Secretary, Janice Moore explained the following remedies can assist in limiting liability and promote better communication for citizens, council, and employees:

1. A clear job description for the Mayor's position
2. Defined roles and responsibilities
3. Inclusion of required investment training as per the city's investment policy.
4. Completing an accredited leadership program and pursuing education regarding H.R. management and managing conflicts in the workplace.

City Secretary, Janice Moore inquired:

1. Should citizens and council expect this position to work 40-50 hrs/week
2. Should citizens and council expect this position to perform duties as assigned to or responsible by department heads or other employees
3. Should citizens and council demand accountability and transparency from this position?
4. Revisit the City Secretary's job description utilizing the weekly flash reports.
 - a. City Secretary, Janice Moore explained that an official formatted job description was never provided to her following the June 3rd public meeting several months ago. Moore suggested meeting with a council member to revise the job description in accordance with her flash reports.

Mayor informed City Secretary, Janice Moore that she had 1 minute remaining of her allotted 3 minutes.

City Secretary, Janice Moore requested an extension of time to read her document into the record. Mayor, Charles D. Jessup, IV responded that there were 45 seconds remaining. Janice Moore left her document and support with City Attorney, Grady Randle.

Mayor, Charles D. Jessup, IV inquired if Janice Moore was relinquishing the rest of her time. Moore replied, yes.

The motion to dismiss Janice Moore immediately due to lack of confidence was carried unanimously by City council. Janice Moore was terminated immediately with acceptance of motion.

3. Public Comments

There was no public discussion.

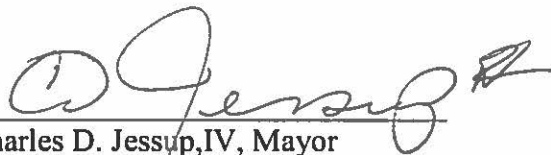
4. Adjournment

Mayor pro tempore Terry Henley moved to adjourn the meeting at 6:46pm. Kelle K. Mills seconded the motion, which passed unanimously.

**These minutes were approved by the
City Council on Tuesday, October 27, 2015.**

ATTEST:

Kristal C. Threatt, Administrative Clerk



Charles D. Jessup, IV, Mayor

{SEAL}



CITY OF MEADOWS PLACE
Conference Room, City Hall
One Troyan Drive
Meadows Place, Tx 77477

**CITY COUNCIL
SPECIAL MEETING MINUTES
OCTOBER 19, 2015**

Present were: Mayor Pro Tempore Terry J. Henley, John F. Isbell, and Rick J. Staigle.

1. Call to Order

Mayor Pro Tempore Terry J. Henley called the special meeting to order at 6:38 p.m.

2. Authorize an Additional Signatory on City Checks

John F. Isbell motioned to assign Rick J. Staigle as an alternate signatory on city checks. Motion was seconded by Staigle. Motion passed unanimously. Rick J. Staigle is alternate signatory on city checks.

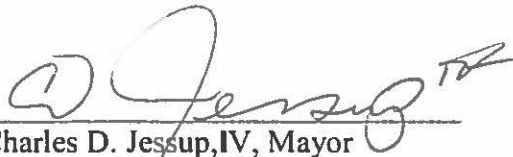
3. Adjournment

Rick J. Staigle motioned to adjourn, seconded by John Isbell. Motion passed unanimously and was adjourned at 6:40p.m.

**These minutes were approved by the
City Council on Tuesday, October 27, 2015.**

ATTEST:

Kristal C. Threatt, Administrative Clerk



Charles D. Jessup, IV, Mayor

{SEAL}

**CITY COUNCIL
WORKSHOP MEETING MINUTES
OCTOBER 27, 2015**

Present were: Mayor Charles D. Jessup, IV, Mayor Pro Tempore Terry J. Henley, Aldermen Steve H. Bezner, John F. Isbell, Kelle K. Mills, and Rick J. Staigle.

1. Call to Order:

Mayor Jessup called the workshop to order at 6:01 p.m.

2. Discussion:

a. Financial End of Year Recap

Finance Director Anna Maria Weston presented and explained the charts given to Council which contained a three year trend of the City's bank balances and account (revenue and expense) balances for each department. She answered Council's questions and all agreed the City was in very good financial condition.

b. Replacement Process of City Secretary

Mayor Jessup said he contacted TML as well as the Texas Municipal Clerk Association. Both suggested he contact the Texas First Group which provides Interim City Administrators and Interim City Secretaries that will serve while a city is in the process of finding and hiring a permanent replacement. The fee to the city could be extensive. Alderman Staigle asked if Mayor Jessup had considered asking retired City Secretary if she would be willing to serve as Interim. Mayor Jessup said he anticipated this question, called her earlier in the day, and she said she would consider it. With council's blessing, Mayor Jessup will contact Mrs. Herff tomorrow.

In the meantime, Council thought it might be a good idea for a full job description for the position to be prepared. Mayor Jessup said State Law dictates what the job description entails and 99% of the time a City Secretary understands the position with no problems. As when Mrs. Herff retired, a job opening will be posted, with applications to be submitted by a certain date. The Mayor would then like to appoint a 4 or 5 member panel to review applications and narrow them down to the best five candidates. The panel will interview them and make a decision.

c. Discuss Kirkwood Program &: Review Next Course of Action

The information received from H-GAC will be uploaded to the City's website and facebook page. Results should be received in November. The Mayor will meet with Imagination Monkey before proceeding further.

d. New TTC

Two estimates have been received for a new Tactical Training Center to be built on West Airport Road. Both were higher than anticipated. The city will go out for bids in the near future.

e. 2016 Meadows Place Elections

Mayor Jessup noted he is trying to find a way to even the number of positions open during each annual election. Currently, one year the Mayor and three council members are up for election. The opposite year only two council members share the ballot. It is hoped that three candidates can run for election each year.

3. Upcoming Council Agenda Items

Mayor Jessup provided an overview of the upcoming items being presented on the regular meeting agenda.

4. Adjournment

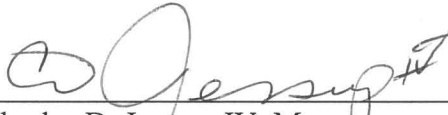
Alderman Mills moved to **adjourn** the meeting at 7:26 p.m. Alderman Staigle seconded the motion, which passed unanimously.

**These minutes were approved by the
City Council on Tuesday, November 24, 2015.**

ATTEST:



Elaine Herff, Interim City Secretary



Charles D. Jessup, IV, Mayor

{SEAL}



CITY OF MEADOWS PLACE
Council Chambers, City Hall
One Troyan Drive
Meadows Place, TX 77477

**CITY COUNCIL
REGULAR MEETING MINUTES
OCTOBER 27, 2015**

Present were: Mayor Charles D. Jessup, IV, Mayor Pro Tempore Terry J. Henley, Aldermen Steven H. Bezner, John F. Isbell, Kelle K. Mills, and Rick J. Staigle. Also present were: Police Chief Gary Stewart, and Parks and Recreation Director Colene Cabezas.

1. Call to Order:

Mayor Jessup called the meeting to order at 7:31 p.m.

a. Pledge of Allegiance and Invocation

The Pledge of Allegiance was led by Bob Graf. The invocation was led by Detective Richard Simmons.

2. Presentations: None.

3. Reports:

a. Parks & Recreation

Director Colene Cabezas reminded everyone that this was her first report to Council since being hired in August. She said Assistant Director Monica Parsons completed all the summer activities. The Department is currently working on revamping their marketing policies. The November Newsletter will have a new look. They will also utilize bill boards, drop off information flyers at bus stops in the mornings and a two sided information flyer is being sent to the elementary school with copies to be put in each student's backpack. Pink and yellow neon signs are posted throughout the city reminding residents of street closures due to Saturday's Fun Run. Kayaking classes have been completed and Kayaking, for those certified, will take place once a month on the lake. Pickle Ball is being introduced to the community. Tennis court renovations and new striping will soon be completed. Texas Parks & Wildlife will be stocking the lake with Rainbow Trout and residents will be encouraged to catch them and take them home for consumption since this fish will not survive in the water during the hot summer months. Both Director Cabezas and Assistant Parsons are now certified Archery Instructors and two of only 30 certified BAT team members in the Houston area. They both recently attended a People in Nature training conference. The team is active in Community Development with attendance at CBLT meetings at Meadows Elementary as well as speaking

at various community meetings such as Boy Scouts, Swim Team, etc. They are working on building relationships with community businesses. The irrigation system in the parks took a big hit from a lightning storm. Half of all timing decoders needed to be replaced and lightning rods were moved to a better location. The department will begin to work on city landscaping. Mrs. Cabezas attended the H-GAC meeting held at City Hall on October 15th and she hopes to see everyone at Meadows Place Haunting at the community park from 7-10 p.m. Friday night.

b. Police Department

Police Chief Gary Stewart provided an overview of the monthly statistics and activities report, which included 6 accidents, 4 arrests, 981 calls for service, 26 reports, 202 traffic citations issued with 285 charges and 56 traffic warnings with 58 charges. There were 2 BMV's, no residential or business burglaries or robberies. 262 business checks, 132 house watches 368 property checks and 33 TLC checks were completed. This was a short reporting period and local crime trends were not reported. The topic of the Neighborhood Watch Meeting, to be held September 17th, will be Emergency Dispatch with representatives from FBCSO attending. The department is preparing for National Night Out and Halloween Night. This report was distributed to Council and filed with City records. Mayor Jessup told Council Chief Stewart had presided over a meeting about the new "Open Carry" law that will soon go into effect. Police Chiefs from 55 area jurisdictions, judges and legal counsel from the City of Houston and Harris County, Texas House Representative Rick Miller and TML legal counsel Scott Houston were in attendance. Mayor Jessup thanked the Department for their hard work.

c. Fire Department Response Statistics (September 2015) – Mayor Charles D. Jessup
IV

Mayor Jessup provided an overview of the report, which included 24 EMS calls, made mostly during the weekday hours of 7:00 a.m. to 6:00 p.m. but no fires. The report was filed in City records.

4. Mayor's Comments:

a. Search for Meadows Place City Secretary

Mayor Jessup said a plan is in progress and it is hoped a new City Secretary can be hired in the next few months.

b. H-GAC Kirkwood Meeting

Mayor Jessup felt the meeting was very successful. Comments and/or questions are due in to the H-GAC by the end of this week. They will be compiled and returned to Meadows Place as soon as they are ready.

c. New Budget Year/Audit

Mayor Jessup reported that a financial recap provided to the City by the Finance Director indicates the City is in a strong financial position. An outside auditing company is expected to begin its work during the second week of November.

5. Council Comments:

Mayor Pro Tempore Terry Henley reported on attending the TML annual conference, the H-GAC road meeting held at City Hall on October 15th with comments and questions due by the end of this week, and his TARC attendance about state communication issues.

6. New Business:

- a. Acceptance of the Quarterly and Annual Investment Report.

Alderman Bezner made a motion to **accept** the reports as presented. Alderman Isbell seconded the motion which carried unanimously.

- b. Appointment of the City's Representative and Alternate to H-GAC's 2016 General Assembly

Alderman Staigle made a motion to **appoint** Mayor Pro Tempore Terry Henley as the Representative and Mayor Jessup as the Alternate to the H-GAC's 2016 General Assembly. The motion, seconded by Alderman Mills, carried unanimously. This is City Resolution 2015-23.

- c. Fort Bend Central Appraisal District Board of Directors Election.

The city is entitled to nine votes. Mayor Jessup read the names of the five candidates as follows: Al Abramczyk, Jim Kij, Sam R. Mayson, Sr., Paul Stamatis and Rhonda Zacharias. Alderman Staigle moved to **cast** all of the city's nine votes for Al Abramczyk. Alderman Mills seconded the motion, which carried unanimously. This is City Resolution 2015-24.

7. Ordinances: None

8. Resolutions: None

9. Consent Agenda:

All Consent Agenda items are considered to be routine and will be enacted by one (1) motion. There will not be discussion unless an item is removed at the request of a Council Member.

- a. Minutes:

September 15, 2015 – Workshop

September 15, 2015 – Regular
October 12, 2015 – Special
October 19, 2015 - Special

b. Presentation of Invoices:

Joe Salvide	\$26,150.00
Joe Salvide	\$14,490.00

Mayor Pro Tempore Henley moved to **approve** the Consent Agenda as presented. Alderman Staigle seconded the motion, which passed unanimously.

10. Audience Comments (*for matters NOT on the agenda*)

Mark McGrath said he was excited to hear the Parks Department report. Also, he attended the meeting with H-GAC and all of his questions were answered. He asked Council to consider a second Public Hearing for comments on the issue.

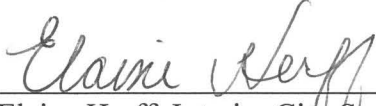
Leslie Smith asked Council to consider some type of cleanup and landscaping along the sewer plant fence separating that facility from the town homes. Alderman Staigle suggested he contact our County Commissioner's office as the county has a live oak tree farm and several have grown very large and need to be moved.

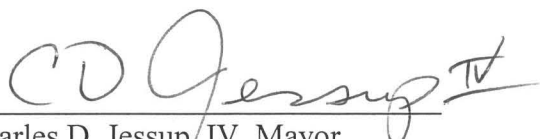
11. Adjournment:

Alderman Staigle moved to **adjourn** the meeting at 8:47 p.m. Mayor Pro Tempore Henley seconded the motion, which carried unanimously.

**These minutes were approved by the
City Council on Tuesday, November 24, 2015.**

ATTEST:


Elaine Herff, Interim City Secretary


Charles D. Jessup, IV, Mayor

{SEAL}

**CITY COUNCIL
WORKSHOP MEETING MINUTES
NOVEMBER 24, 2015**

Present were: Mayor Charles D. Jessup, IV, Mayor Pro Tempore Terry J. Henley, Aldermen John F. Isbell, Kelle K. Mills, and Rick J. Staigle. Also present was: Interim City Secretary Elaine Herff. Absent was: Steve H. Bezner.

1. Call to Order:

Mayor Jessup called the workshop to order at 6:07 p.m.

2. Discussion:

a. City Secretary Search.

Mayor Jessup said this Thursday (Thanksgiving Day) was the cut off day for receipt of resumes. To date he has received several and the Police Department is conducting background checks on four of the applicants. If they pass, he will send out a series of written questions and evaluate the answers. A panel of five members is being selected to determine which candidates they feel should be interviewed in person.

b. Review/update on West Airport Boulevard.

Alderman Staigle said a walk-through with the developers is scheduled for December 2nd. A punch list is being prepared and will be added to. Currently dead trees and ruts in grass have been noted. The purple pipe has been stubbed out for accessibility. The entrance sign needs repairs. It is hoped that TX-DOT will have their work completed by mid-January.

c. Review/Discuss letter to H-GAC accepting their recommendation from analyzed options.

Of the responses received, approximately one half of the responding residents favored a two-lane road with roundabouts. Others said to leave it as it is, install a signal at Dorrance with two-way stop signs at the remaining streets, a four lane road with multi-lane roundabouts and a two lane road with a single roundabout at Dorrance.

d. Staff/Council Christmas party – options for Boards.

A barbeque luncheon will be held for staff members at noon on December 23rd. Council is invited. Mayor Jessup is working on an option for Board Members of the city's various boards and commissions.

e. Review/discuss options regarding continued requests by former City Secretary Janice Moore Scheirch.

To date 13 separate open records requests have been received from Ms. Moore-Scheirch. One of these requests is a request for approximately 10,000 emails. Due to lack of (trained) staff and because they may contain confidential or personal information, it was agreed by Council the emails should be reviewed by legal counsel before release to Ms. Moore-Scheirch, even though the monetary cost to the city is expected to be quite large and unwarranted\.

Several suggestions on dealing with them were discussed.

3. Upcoming Council Agenda Items

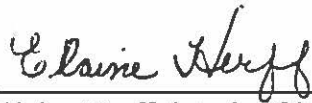
Mayor Jessup provided an overview of the upcoming items being presented on the regular meeting agenda.

4. Adjournment

Mayor Pro Tem Henley moved to **adjourn** the meeting at 7:07 p.m. Alderman Mills seconded the motion, which passed unanimously.

**These minutes were approved by the
City Council on Tuesday, December 22, 2015.**

ATTEST:



Elaine Herff, Interim City Secretary



Charles D. Jessup, IV, Mayor

{SEAL}



CITY OF MEADOWS PLACE
Council Chambers, City Hall
One Troyan Drive
Meadows Place, TX 77477

**CITY COUNCIL
REGULAR MEETING MINUTES
NOVEMBER 24, 2015**

Present were: Mayor Charles D. Jessup, IV, Mayor Pro Tempore Terry J. Henley, John F. Isbell, Kelle K. Mills, and Rick J. Staigle. Also present were: Captain Jack Ashton and Interim City Secretary Elaine Herff.

Absent was: Aldermen Steven H. Bezner.

1. Call to Order:

Mayor Jessup called the meeting to order at 7:31 p.m.

Pledge of Allegiance and Invocation

The Pledge of Allegiance was led by Alderman Rick Staigle. The invocation was led by Mayor Charles Jessup

2. Reports:

a. Police Department

Captain Jack Ashton provided an overview of the monthly statistics and activities report, which included 7 accidents, 12 arrests, 1443 calls for service, 35 reports, 259 traffic citations issued with 392 charges and 90 traffic warnings with 98 charges. There were two BMV's, no residential or business burglaries or robberies. 376 business checks, 211 house watches 473 property checks and 130 TLC checks were completed. He said we are fast approaching the holiday season, a busy time of the year both for us and the "bad guys" and reminded everyone to be vigilant while shopping and travelling. There will not be a Neighborhood Watch Meeting, in December. The department is preparing for Christmas Memories. He noted that an observant neighbor noticed someone going through a car on his street. He called the Police with a good description resulting in location of items taken in a Sugar Land Residential Burglary the day before. This report was distributed to Council and filed with City records.

b. Code Enforcement

Due to ill health, Code Enforcement Officer Jerry Parker was unable to attend tonight's meeting. Mayor Jessup reported for him the following:

Violations since 8/25/2015: 425

Cases opened: 380 (Difference in numbers due to ability of more than 1 violation per case.)

Current open cases: 42

Actual citations issued: 27

Current projects are 1; tree over roadway and sidewalks. 2; outward appearance of homes: (Siding, paint, fascia, gutters and fences).

Top reoccurring issues:

Trash Cans: 84

Stored Items/Debris: 51

Grass/Weeds: 64

Fascia/Siding/residential nuisance: 36

Bandit/other signs: 20

Junk Vehicle: 19

Unoccupied/Vacant building total fluctuates between 24-31 at any given time. This is due to high turnover of rental properties. Avg. vacancy of 7 – 15 days. There are 9 that have been deemed long term, greater than 90 days, and have all been mailed a copy of the ordinance and given 30 – 45 days (staggered) to respond to the ordinance. Because of citations, real-estate sale or newly completed renovations that corrected code violations 3 home have been recently removed from the substandard/vacant list. (Bloomington and Scottsdale.)

24 – 31 rental properties have been given extra time to comply with the ordinance.

c. Fire Department Response Statistics (September 2015) – Mayor Charles D. Jessup IV.

Mayor Jessup provided an overview of the report, which included 15 EMS calls, made mostly during the weekday hours of 7:00 a.m. to 6:00 P.M, no fires, five alarms and one motor vehicle accident. The report was filed in City records.

3. Mayor's Comments

a. Interim City Secretary/City Secretary search.

Mayor Jessup thanked former City Secretary Elaine Herff for filling in as Interim City Secretary during the search for a new City Secretary. The City is currently in the middle of the search and the Mayor hopes to have a list of potential candidates available to interview in December.

b. Commercial activity.

Thanks to Alderman Staigle, who met with Mayor Jessup, EDC member Bob Graf and other interested parties, the City has several serious lookers at our vacant commercial properties.

c. Christmas Memories.

Mayor Jessup invited everyone to attend Christmas Memories at McGrath Park on Friday evening, December 11th from 6:00 to 9:00 P.M.

d. Thank you to our Veterans and first responders.

Mayor Jessup said the City of Meadows Place both thanks and supports Veterans and First Responders in the role they play(ed) keeping citizens safe.

3. Updates to City Hall offices.

Mayor Jessup noted painting City Hall areas is beginning. The Council/Court room has a chair rail added to the back and painting is completed in this room.

4. **Council Comments:** None

5. **New Business:** None

6. **Ordinances:**

a. **Ordinance 2015-19**

AN ORDINANCE AUTHORIZING AND ALLOWING, UNDER THE ACT GOVERNING THE TEXAS MUNICIPAL RETIREMENT SYSTEM, "UPDATED SERVICE CREDITS" IN SAID SYSTEM FOR SERVICE PERFORMED BY QUALIFYING MEMBERS OF SUCH SYSTEM WHO PRESENTLY ARE MEMBERS OF THE CITY OF MEADOWS PLACE; PROVIDING FOR INCREASED PRIOR AND CURRENT SERVICE ANNUITIES FOR RETIREES AND BENEFICIARIES OF DECEASED RETIREES OF THE CITY; AND ESTABLISHING AN EFFECTIVE DATE FOR SUCH ACTIONS.

Mayor Pro Tempore Terry Henley made a **motion to adopt** the ordinance, numbered 2015-19 as presented. Alderman Isbell **seconded** the motion which was unanimously approved.

b. **Ordinance 2015 -20**

AN ORDINANCE RESCINDING ORDINANCE NO. 2012-38, AUTHORIZING AND ALLOWING THE MAYOR AND INVOLVED CITY OFFICIALS TO CHANGE THE SOUTH KIRKWOOD PROJECT, CONTROL SECTION JOB 975 (AS FOUND IN THE 2011-2014 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AS LISTED BY THE HOUSTON-GALVESTON AREA COUNCIL) FROM THE CURRENTLY LISTED AND PROPOSED DESCRIPTION: 2-LANE ROADWAY WITH ROUNDABOUTS TO THE PROPOSED DESCRIPTION: 4-LANE BOULEVARD WITH TRAFFIC CONTROLS THAT ARE TO BE DETERMINED IN THE FUTURE THAT WILL (I) REDUCE VEHICLE EMISSIONS, (II) REDUCE TRAFFIC DELAYS, AND (III) INCREASE TRAFFIC THROUGHPUT FOR THE ROADWAY.

Alderman Staigle made a **motion to adopt** the ordinance, **seconded** by Alderman Isbell, numbered 2015-20, as presented. The motion carried unanimously.

c. **Ordinance 2015-21**

AN ORDINANCE CALLING A PUBLIC HEARING BEFORE THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE TO BE HELD ON THE 22ND DAY OF DECEMBER, 2015 AT 7:15 P.M. AT THE CITY OF MEADOWS PLACE CITY HALL, ONE TROYAN DRIVE, MEADOWS PLACE, TEXAS TO HEAR ANY AND ALL PERSONS DESIRING TO BE HEARD ON OR IN CONNECTION WITH ANY MATTER OR QUESTION REGARDING JUVENILE CURFEW ORDINANCE 2009-02.

This ordinance was originally adopted in 2009. It requires a Public Hearing to be held every three years to discuss whether it should be amended, rescinded or readopted. It was readopted in 2012. A Public Hearing to decide its future is being called. Mayor Pro Tempore Henley made a **motion, seconded** by Alderman Isbell to call the public hearing as presented. The motion carried unanimously.

7. **Resolutions:**

a. **Resolution 2015-23**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS, IN SUPPORT OF THE APPLICATION FOR A MUNICIPAL SETTING DESIGNATION TO THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY (TCEQ) FOR PROPERTY DESIGNATED BY THE TCEQ, PROHIBITING THE USE OF DESIGNATED GROUNDWATER FROM BENEATH CERTAIN PROPERTY LOCATED AT 5101 SOUTH MAIN STREET IN STAFFORD, TEXAS.

Alderman Staigle made a **motion** to adopt the Resolution, numbered 2015-23 in support of the MSD in Stafford. The motion was **seconded** by Mayor Pro Tempore Henley and carried unanimously.

8. **Consent Agenda:**

All Consent Agenda items are considered to be routine and will be enacted by one (1) motion. There will not be discussion unless an item is removed at the request of a Council Member.

Mayor Pro Tempore Henley made a motion to pull the minutes of the October 12, 2015 Special Meeting and the October 19, 2015 Special Meeting as they had already been approved at the October 27, 2015 Regular Meeting. Alderman Staigle seconded this motion which carried unanimously. Alderman Staigle then made a motion to approved the amended Consent Agenda. This motion was seconded by Alderman Henley and carried unanimously.

Minutes:

October 27, 2019 – Workshop Meeting
October 19, 2015 – Regular Meeting

b. Presentation of bills:

Randle Law Office, LTD., L.L.P. \$18,393.42

c. Ratification of Expenditures

Texas Commission on Environmental Quality \$10,598.15
Caldwell County Chevrolet 27,325.00

Alderman Staigle moved to **approve** the Consent Agenda as presented. Mayor Pro Tempore Henley seconded the motion, which carried unanimously.

9. Audience Comments (*for matters **NOT** on the agenda*)

Chuck McClurkin complemented the street signs at Kirkwood and West Airport that are back lit with LED lights and said the new Nissan sign is awesome! He asked if anyone has been in contact with CenterPoint/Reliant regarding the recent power outages in the City – some as long as 35 hours. He also feels the Texas Direct Auto is dragging their feet on remodeling their building. Mayor Jessup said they hope to have something going by March. Mr. McClurkin also asked for Council to check out the house lighting on a few homes along Dorrance, near Bloomington Lane. He believes they should be reserved for commercial use only. He ended his comments with “Go Cougars”!

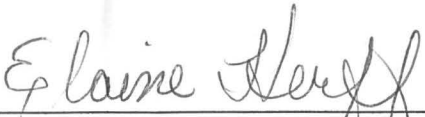
Alderman Mills wished Mr. McClurkin a Happy Birthday.

10. Adjournment:

Alderman Staigle moved to **adjourn** the meeting at 8:05 p.m. Mayor Pro Tempore Henley seconded the motion, which carried unanimously.

**These minutes were approved by the
City Council on Tuesday, December 22, 2015.**

ATTEST:


Elaine Herff, Interim City Secretary


Charles D. Jessup, IV, Mayor

{SEAL}

**CITY COUNCIL
SPECIAL MEETING MINUTES
DECEMBER 8, 2015**

Present were: Mayor Charles D. Jessup, IV, Aldermen Steven H. Bezner, Alderman John F. Isbell, Kelle K. Mills, and Rick J. Staigle. Also present were: Police Chief Gary Stewart and Interim City Secretary Elaine Herff.

Absent was Mayor Pro Tempore Terry J. Henley.

1. Call to Order:

2. Adjourn into Executive Session

Alderman Staigle then made a motion to adjourn the Special Meeting into Executive Session. City Council may convene into closed executive session under Texas Government Code Sec. 551.071 CONSULTATION WITH ATTORNEY; CLOSED MEETING

- (1) when the governmental body seeks the advice of its attorney about:
 - (A) pending or contemplated litigation; or
 - (B) a settlement offer; or
- (2) on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter: namely:
 - A. Contemplated litigation regarding City's Residence of Sexual Offenders Ordinance; and
 - B. City Attorney to provide legal advice to City regarding handling of voluminous records request by former City Secretary.

Alderman Mills seconded Alderman Staigle's motion and with unanimous approval Council adjourned into Executive Session at 606 p.m.

3. Reconvene into Open Session

Mayor Jessup reconvened the Special Meeting back to order at 7:10 p.m.

4. Action on any item as may be necessary from items disclosed in closed Executive Session.

Alderman Bezner made a motion to direct our City Attorney to respond to the demand letter that the Sexual Offenders Ordinance will not be changed and to direct our City attorney to respond to any litigation. Alderman Mills seconded the motion which carried unanimously.

5. Ordinances:

Ordinance No. 2015-22

Ordinance No. 2015-22

AN ORDINANCE CALLING A JOINT PUBLIC HEARING BEFORE THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS, AND THE PLANNING AND ZONING COMMISSION OF THE CITY OF MEADOWS PLACE, TEXAS, TO BE HELD ON THE 29TH DAY OF DECEMBER, 2015, AT 6:00 P.M. AT THE CITY OF MEADOWS PLACE CITY HALL, ONE TROYAN DRIVE, MEADOWS PLACE, TEXAS 77477, TO HEAR ANY AND ALL PERSONS DESIRING TO BE HEARD ON OR IN CONNECTION WITH ANY MATTER OR QUESTION INVOLVING A PROPOSAL TO AMEND CHAPTER 153 OF THE CODE OF ORDINANCES OF THE CITY OF MEADOWS PLACE, TEXAS, BY ADDING THERETO A NEW SECTION 153-2000 ENTITLED "PLANNED DEVELOPMENT AMENDMENT – ALDI," FOR THE CONSTRUCTION OF A MULTI-USE PLANNED DEVELOPMENT, MAKING CERTAIN FINDINGS OF FACT, ESTABLISHING CONDITIONS FOR THE ACCEPTANCE OF THE PLANNED DEVELOPMENT AMENDMENT, PROVIDING PROCEDURES FOR THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE TO MAINTAIN CONTINUING JURISDICTION, PROVIDING FOR PENALTIES FOR VIOLATION OF ANY OF THE TERMS AND CONDITIONS AND PROVIDING FOR THE ACCEPTANCE OF THE PLANNED DEVELOPMENT AMENDMENT PROVIDING FOR UNCONDITIONAL ACCEPTANCE AND OPINION OF COUNSEL.

After reading the ordinance caption, Alderman Staigle made a motion to adopt the ordinance, No. 2015-22 as read. Alderman Isbell seconded the motion. A short discussion followed during which Alderman Bezner asked for a clarification of the exact location which would be affected by the Planned Development. Mayor Jessup said it was 2.21 acres off of Kirkwood with a driveway leading to West Airport and not including the hard corner. Aldi, Inc. would like to build an approximately 18,000 square foot grocery store on the property and they would like some concessions from the City's Zoning Ordinance, including parking and tree concessions. There being no further discussion, Mayor Jessup called for a vote on the motion. Everyone voted "aye" and the motion carried.

Ordinance No. 2015-23

AN ORDINANCE OF THE CITY OF MEADOWS PLACE, TEXAS, AMENDING SECTION 30-03 OF TITLE 3 OF THE CODE OF ORDINANCES OF THE CITY OF MEADOWS PLACE, TEXAS; DESIGNATING OFFICIAL NEWSPAPERS FOR THE CITY; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HERewith; PROVIDING FOR SEVERABILITY.

Mayor Jessup explained the City needs to designate an official newspaper every year. While the Houston Chronicle meets all the requirements it is very costly to advertise there. The Fort Bend Star is available to be picked up at City Hall as well as various businesses located in the City. Alderman Staigle made a motion, seconded by Alderman Isbell, to adopt the Fort Bend Star as well as the Houston Chronicle as the City's official newspapers for this fiscal year. The motion carried with unanimous approval.

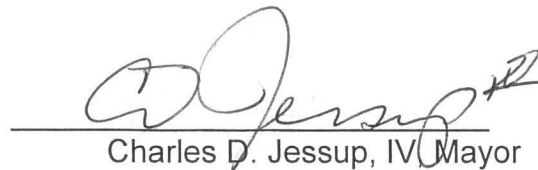
5. Adjournment

Alderman Bezner moved to adjourn the meeting. The motion was seconded by Alderman Mills and with unanimous approval the meeting was adjourned at 7:20 p.m.

**These minutes were approved by the
City Council on Tuesday, December 22, 2015.**

ATTEST:


Elaine Herff, Interim City Secretary


Charles D. Jessup, IV, Mayor

{SEAL}

NOTICE OF JOINT PUBLIC HEARING

NOTICE IS HEREBY GIVEN OF A JOINT PUBLIC HEARING BEFORE THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS, AND THE PLANNING AND ZONING COMMISSION OF THE CITY OF MEADOWS PLACE, TEXAS, TO BE HELD ON THE 29TH DAY OF DECEMBER, 2015, AT 6:00 P.M. AT THE CITY OF MEADOWS PLACE CITY HALL, ONE TROYAN DRIVE, MEADOWS PLACE, TEXAS, 77477 TO HEAR ANY AND ALL PERSONS DESIRING TO BE HEARD ON OR IN CONNECTION WITH ANY MATTER OR QUESTION INVOLVING A PROPOSAL TO AMEND CHAPTER 153 OF THE CODE OF ORDINANCES OF THE CITY OF MEADOWS PLACE, TEXAS BY ADDING THERETO A NEW SECTION 153-2000 ENTITLED "PLANNED DEVELOPMENT AMENDMENT – ALDI," FOR THE CONSTRUCTION OF A MULTI-USE PLANNED DEVELOPMENT, MAKING CERTAIN FINDINGS OF FACT, ESTABLISHING CONDITIONS FOR THE ACCEPTANCE OF THE PLANNED DEVELOPMENT AMENDMENT, PROVIDING PROCEDURES FOR THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE TO MAINTAIN CONTINUING JURISDICTION, PROVIDING FOR PENALTIES FOR VIOLATION OF ANY OF THE TERMS AND CONDITIONS AND PROVIDING FOR THE ACCEPTANCE OF THE PLANNED DEVELOPMENT AMENDMENT PROVIDING FOR UNCONDITIONAL ACCEPTANCE AND OPINION OF COUNSEL.

**CITY COUNCIL
WORKSHOP MEETING MINUTES
DECEMBER 22, 2015**

Present were Mayor Charles D. Jessup, IV, Mayor Pro Tempore Terry J. Henley, and Aldermen Steven H. Bezner, John F. Isbell, Kelle K. Mills, and Rick J. Staigle. Also present was Interim City Secretary Elaine Herff.

1. Call to Order:

Mayor Jessup called the workshop to order at 6:00 p.m.

2. Discussion:

a. Texas Direct Auto Sale.

Texas Direct Auto sold out to Varoom, a company similar to TDA in practice. It will still keep the look and feel of TDA. Council is concerned that TDA trucks are tearing up Dorrance Lane and they need financial help from them to help with the repairs. While they have agreed, in the development agreement, to do this, nothing is actually in writing. Council would like Mayor Jessup to discuss this with them before we sign the estopple agreement.

b. Tactical Training Center RFQ.

Public Works Director Danny Sagundo is meeting with a modular construction company that already has H-GAC and Buy Board approval. It is hoped that their references are good, and they are able to do both the design work and actual construction at an acceptable cost.

c. Changing term for one Council Member to even the amount of candidates to be elected each year.

It does not appear that this can be accomplished at this time.

3. Adjourn into Executive Session

Alderman Staigle then made a motion to adjourn into Closed Executive Session as authorized under Texas Government Code Sec. 551.074 PERSONNEL MATTERS; (c) to discuss salaries of individual employees namely: New City Secretary, Accounting Specialist, and Parks Assistant. Alderman Isbell seconded this motion and with unanimous approval Council adjourned into Closed Executive Session at 6:55 p.m.

4. Reconvene into Open Workshop Session.

Council reconvened into Open Workshop Session at 7:04 p.m.

5. Action on item(s) discussed in Closed Executive Session.

Mayor Jessup said he would approach Ms. Courtney Rutherford with an offer to be the City's new City Secretary.

6. Upcoming Council Agenda Items

Council briefly reviewed upcoming agenda items scheduled to be discussed at tonight's regular meeting.

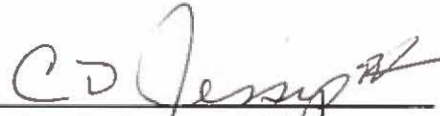
7. Adjournment.

There being no further business to discuss, Alderman Steve Bezner made a motion to adjourn the Workshop Meeting. Alderman Rick Staigle seconded this motion and with unanimous approval the workshop meeting was adjourned at 7:10 p.m.

**These minutes were approved by the
City Council on Tuesday, January 26, 2016.**

ATTEST:


Elaine Herff, Interim City Secretary


Charles D. Jessup, IV, Mayor



**CITY COUNCIL
PUBLIC HEARING MEETING MINUTES
DECEMBER 22, 2015**

Present were: Mayor Charles D. Jessup, IV, Mayor Pro Tempore Terry J. Henley Aldermen Steven Bezner, John F. Isbell, Kelle K. Mills, and Rick J. Staigle.

1. Call to Order:

Mayor Jessup called the meeting to order at 7:17 p.m.

2. Public Hearing:

Mayor Jessup said this was a public hearing to hear any and all persons desiring to be heard on or in connection with any matter or question regarding Juvenile Curfew Ordinance No. 2012-06.

Alderman Staigle noted we are not proposing any changes to the current curfew ordinance.

Alderman Bezner noted that in order to keep the Curfew Ordinance as part of our City Ordinances we must renew it every three years and we must hold a Public Hearing before we renew it.

Mayor Pro Tempore Henley noted the ordinance is an aid to the Police Department when they see juveniles in the City after curfew hours.

There were no comments from the audience.

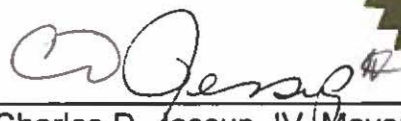
3. Adjournment

Alderman Staigle then moved to adjourn the meeting. The motion was seconded by Mayor Pro Tem Henley and with unanimous approval the meeting was adjourned at 7:20 p.m.

**These minutes were approved by the
City Council on Tuesday, January 26, 2016.**

ATTEST:


Elaine Herff, Interim City Secretary


Charles D. Jessup, IV, Mayor



{SEAL}

**CITY COUNCIL
REGULAR MEETING MINUTES
DECEMBER 22, 2015**

Present were: Mayor Charles D. Jessup, IV, Mayor Pro Tempore Terry J. Henley Aldermen Steven Bezner, John F. Isbell, Kelle K. Mills, and Rick J. Staigle.

1. Call to Order:

Mayor Jessup called the meeting to order at 7:30 p.m.

a. Officer Mezagabe Led the Pledge of Allegiance and Police Chaplin Collins gave the invocation.

2. Reports:

a. Police Department – Chief Gary Stewart

Police Chief Stewart provided an overview of the monthly statistics and activities report, which was distributed to the Council and filed with City records. He noted that during the past month there were five reportable vehicle accidents, 14 arrests made, 1515 calls for service, 56 reports files, 184 traffic citations issued with 295 charges on them, and 56 traffic warnings given with 69 charges. He said there were two burglaries of motor vehicles, no residential burglaries, one robbery and six thefts took place. 304 business checks, 385 house watches, and 491 property checks were made. Chief Stewart announced that several awards were recently presented to Meadows Place Officers including Meadows Place Officer of the year to Officer Yonathan Mezagabe. Mayor Jessup noted Officer Mezagabe was also named the Civil servant of the week by the Fort Bend Southwest Star. Additional honors were presented to Officer Richmond DeAngelo for the Performance of Excellence Award and to Captain Jack Ashton for the Above and Beyond Award. Chief Stewart also noted that Richard Simmons has been promoted from Sergeant to Lieutenant.

b. Public Works - Director Danny Segundo

Public Works Director Danny Segundo then gave his report. He noted the final walk through for the West Airport project occurred on 1/03/15. Twenty-two items were identified that needed to be addressed – most were minor. The City will address the marquee sign on W. Airport and seek reimbursement from the contractor. Twelve streets received Mud Jacking repairs for a total cost of \$18,721.28. Five sidewalks and 12 storm sewer inlets were repaired. City Council Chambers and the City Hall lobby have been painted and four offices within City Hall, including the City Secretary, Permit Clerk, Court Clerk and Utility

Clerk have been repainted with new flooring to follow soon. There have been 11 water main breaks in the water distribution system since September totaling \$36,356.79 in repairs. TCEQ conducted a Water Plant Inspection on November 4th. There were no Sewer repairs or stoppages reported during this period. Director Segundo presented Council with a Capital Improvement Plan for the Wastewater Treatment Plant. Ongoing projects include the fire alarm system in the EMS Building, fire hydrant painting and flooring at City Hall. Upcoming Projects include the installation of a Sprinkler System along W. Airport and Kirkwood.

c. Fire Department – Mayor Jessup

The November report has not been received and will be on next month's agenda.

3. Mayor's Comments:

a. City Secretary Search

A candidate has been selected and will be contacted tomorrow.

b. Public Hearing December 29, 2015

A Public Hearing will be held at 6:00 p.m. on December 29th to consider a request by Aldi Inc. for variances to our Zoning Ordinance.

c. Sex Offender Restrictions in General Law Cities.

Mayor Jessup said Meadows Place is one of 46 cities around Texas facing challenges to our Sex Offender's Ordinance. City Council has unanimously decided not to rescind the ordinance. We believe the Attorney General's opinion that, while Home Rule cities have the right to pass ordinances to protect their children from sexual predators but General Law cities do not, is wrong.

4. Council Comments:

a. Alderman Henley – H-GAC Traffic Study Report for Kirkwood Road.

Alderman Henley noted the H-GAC preliminary report has been completed and is being reviewed to make sure everything in it is accurate. The final report should be ready in early January.

5. New Business:

a. Discussion of appointment to the Fort Bend Subsidence District.

Alderman Staigle made a motion, seconded by Alderman Isbell, for the City of Meadows Place to withhold their votes on an appointment to the Fort Bend Subsidence District. The motion carried unanimously.

- b. Consider and take action to execute a Estoppel Certificate from Left Gate Property Holding, LLC d/b/a Texas Direct Auto and Vroom, Inc.

Alderman Bezner moved that we authorize the City Secretary and Mayor to execute the Estoppel Certificate upon receipt of a plan to adhere to the commitments set forth of the development agreement and negotiate a plan to address Dorrance from the Southwest Freeway to Bloomington. Alderman Henley seconded this motion which carried unanimously.

6. Ordinances:

Ordinance No. 2015-24

AN ORDINANCE AUTHORIZING THE MAYOR AND THE CITY SECRETARY OF THE CITY OF MEADOWS PLACE, TEXAS, TO ENTER INTO AN INTERLOCAL COOPERATION AGREEMENT BETWEEN HARRIS COUNTY AND THE CITY OF MEADOWS PLACE FOR MUTUAL AID FOR DISASTER REPORTING IN A FORM AS ATTACHED AND MARKED EXHIBIT "A".

Alderman Isbell made a motion to adopt the ordinance, numbered **2015-24**, as read by Mayor Jessup. Alderman Henley seconded this motion which carried unanimously.

7. Consent Agenda:

a. Minutes:

November 24, 2015 Workshop Meeting
November 24, 2015 Regular Meeting
December 8, 2015 Special Meeting

b. Presentation of Invoices

Concrete Raising Corporation	\$18,721.28
McCall Gibson Swedlund Barfoot PLLC	14,000.00
Joe L. Salvide	16,500.00
Randle Law Office LTD., L.L.P.	6,145.48
Trico Tower Service, Inc.	5,547.81

c. Ratification of Expenditures

Medrano Painting	\$ 6,771.00
Tyler Technologies	9,501.69

Alderman Henley made a motion to approve the Consent Agenda as presented. Alderman Bezner seconded the motion, which carried unanimously.

8. Audience Comments:

Chuck McClurkin thanked Alderman Bezner for representing the city's best interests when dealing with Texas Direct Auto. Any action on Dorrance between Bloomington and U.S. 59 is of importance to city residents.

Mr. McClurkin also thanked Public Works Director Segundo for hurring the slow response to a water leak on his property.

Mark McGrath said he appreciates what Council is doing in regards to the Sexual Offender Ordinance. He said that it says a lot about our city, that we care about our young people to protect them against sex offenders.

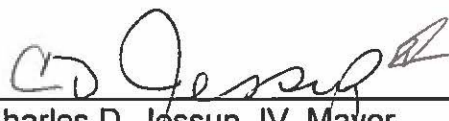
9. Adjournment

Alderman Staigle then moved to adjourn the meeting. The motion was seconded by Alderman Mills seconded the motion and with unanimous approval the meeting was adjourned at 8:28 p.m.

**These minutes were approved by the
City Council on Tuesday, January 26, 2016.**

ATTEST:


Elaine Herff, Interim City Secretary


Charles D. Jessup, IV, Mayor



**MINUTES
CITY COUNCIL/PLANNING & ZONING COMMISSION
JOINT PUBLIC HEARING
DECEMBER 29, 2015**

Council Members present were Mayor Charles D. Jessup, IV, Mayor Pro Tempore Terry J. Henley, and Aldermen Steven H. Bezner, John F. Isbell, Kelle K. Mills, and Rick J. Staigle. Also present was City Permit Clerk Mimi Boos.

Planning & Zoning Commissioners present were Chairman Heidi Case, Bob McDonald, Ever Ramirez, Sean M. Ulrey, Matt Oltremari, Mark McGrath and Beau Abdulla.

1. Call To Order

Mayor Jessup called the public hearing to order at 6:00 p.m.

2. Public Hearing:

New Specific Use permit requested by Aldi.

Mayor Jessup said all comments, both for and against the proposal would be heard this evening. Mayor Jessup noted he and EDC Director Bob Graf sat down with Aldi representatives on several occasions to the address the City's Planning and Zoning Ordinance to see where a business, such as Aldi could fit in our community. There are four items Aldi would like to request a variance to. Aldi will present their case. Council Members and audience members will then have an opportunity to question Aldi representatives.

3. Public Comment:

Mike Lucido, Director of Real Estate for Aldi Rosenberg Division, for three years and with the company for nine years. He said a typical location passes many of the savings it gleans from its practices on to its shoppers – such as saving money on lost carts by requiring a \$0.25 returnable deposit on its grocery carts and offering a high quality of canned goods with a private label which are provided in their original cases, saving on stocking costs. A dedicated right of way easement for a southbound right turn lane off of Kirkwood onto the property as well as a northbound left turn lane in the same area will be necessary and a the loss of a few more trees along West Airport will need to accommodate this so that delivery trucks can enter the property. Trucks will be making their deliveries between the hours of 9:00 p.m. and 5:00 a.m. The store will close at 9:00 p.m. seven days a week. It will take seven to eight months to construct and it is hoped the store will be operational by the end of December. The store will have 17,500 sq. ft. with a loading dock in the back wall. It will take up about 20% of the available property in that area. Each store has one manager and four or five assistant managers along with a ten to 12 member staff. Councilman Isbell noted Utility connections prohibit additional parking

to 12 member staff. Councilman Isbell noted Utility connections prohibit additional parking slots however he would like to see some landscaping in the back of the property. Councilman Staigle noted that most parking lots have excess parking spots anyway. Responding to a residents' questions, Mr. Lucido said they would consider adding bicycle racks to the outside front area and Mayor Jessup noted the planned development was not a "done deal" but hinged on a recommendation from the Planning and Zoning Commission. Approximately 15 to 20% of the stock is taxable. Responding to Mr. Ramirez's question, Mr. Lucido said a large assortment of items would be offered but not a large variety of each item. The store will also carry a full assortment of fresh meats, bread and some fresh produce. Mr. Ramirez asked if the store was not profitable, what happens? He was told Aldi has never had a store fail. Alderman Henley said the City's EDC has done studies on the area's demographics and Aldi was at the top of the list for a business to be located here. Councilmember Isbell said Meadows Place was a tight knit community, how will residents know that this Aldi store is in Meadows Place. Mr. Lucido responded he would do all television commercials and newspaper ads and will be sure to insert Meadows Place's name in them.

Residents Tracy Spiller and Kurt Kopczynski both said they were glad that Aldi decided to build a store in Meadows Place.

Mayor Jessup and Mayor Pro-Tem Henley echoed their feelings.

There were no further comments.

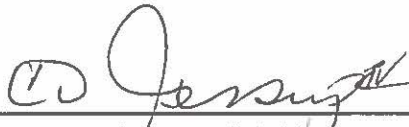
4. Adjournment:

Alderman Staigle moved to **adjourn** the meeting at 6:39 p.m. Mayor Pro Tempore Henley seconded the motion, which carried unanimously.

These minutes were approved by the City Council on Tuesday, January 26, 2016.

ATTEST:


Elaine Herff, Interim City Secretary


Charles D. Jessup, IV, Mayor



**CITY COUNCIL
SPECIAL MEETING MINUTES
DECEMBER 29, 2015**

Present were: Mayor Charles D. Jessup, IV, Mayor Pro Tempore Terry J. Henley Aldermen Steven Bezner, John F. Isbell, Kelle K. Mills, and Rick J. Staigle. Also present was: City Permit Clerk Mimi Boos.

1. Call to Order:

Mayor Jessup called the meeting to order at 6:53 p.m.

2. Adjourn into Executive Session

Alderman Kelle Mills moved to adjourn into Executive Session as authorized under Texas Government Code Sec. 551.074 (c) to discuss qualification, duties and salaries of individual employees, namely: New City Secretary. Mayor Pro Tem Terry Henley seconded the motion and with unanimous approval Council adjourned into Executive Session at 6:54 p.m.

3. Reconvene into Open Meeting Session:

Mayor Jessup reconvened the meeting into open session at 7:05 p.m.

4. Action on items discussed in closed Executive Session

No action needed.

2. Ordinances:

Ordinance No. 2015-xx

AN ORDINANCE ENACTED PURSUANT TO THE PROVISIONS OF SECTION FINDINGS OF FACT AND TO CONTINUE WITHOUT CHANGE THE CURFEW REGULATIONS EXISTING IN THE CITY OF MEADOWS PLACE, TEXAS AS SET OUT IN CHAPTER 20 OF THE CODE OF ORDINANCES OF THE CITY OF MEADOWS PLACE, ENTITLED "MISCELLANEOUS OFFENSES," ARTICLE I, SUBSECTION 20-25, ENTITLED "JEVENILE CURFEW."

Alderman Staigle made a motion to adopt the ordinance, numbered **2015-xx**, continuing the Curfew Regulations as they currently are in place as read by Mayor Jessup. Alderman Isbel seconded this motion which carried unanimously.

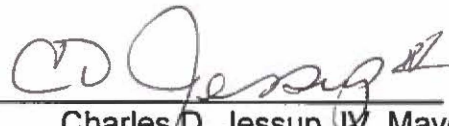
3. Adjournment

Alderman Bezner then moved to adjourn the meeting. The motion was seconded by Alderman Staigle and with unanimous approval the meeting was adjourned at 7:10 p.m.

**These minutes were approved by the
City Council on Tuesday, January 26, 2016.**

ATTEST:


Elaine Herff, Interim City Secretary


Charles D. Jessup, IV, Mayor

